

Job Title: Associate Curriculum Developer

Job Title for Posting: Oracle NetSuite Graduate Program - Associate Curriculum Developer

Division: NetSuite Global Business Unit

Locations: Makati, Philippines

Start Date: September 2021

Company Overview

With more than 420,000 customers, and with deployments across a wide variety of industries in more than 145 countries, Oracle offers a comprehensive and fully integrated stack of cloud applications, platform services, and engineered systems. For more information about Oracle (NYSE:ORCL), visit oracle.com.

Group Overview

Oracle's acquisition of NetSuite in November 2016 brought together the reach of NetSuite's cloud ERP solutions for small to midsize businesses with the breadth and depth of Oracle's enterprise-grade cloud solutions for the back and front office. In 1998, NetSuite pioneered the Cloud Computing revolution, establishing the world's first company dedicated to delivering business applications over the Internet. Today, NetSuite provides a suite of cloud-based financials / Enterprise Resource Planning (ERP) and omnichannel commerce software that runs the business of more than 30,000 companies, organizations, and subsidiaries in more than 100 countries.

Why Oracle NetSuite

Are you motivated to launch your career in a high energy, competitive environment with a leading technology company? Let's have a conversation about how you can make an immediate impact. To start, you will be surrounded by smart, innovative, caring people who are invested in our customers and the community. If you're looking to share your unique perspective and ideas at a collaborative table and help equip all types of businesses achieve their visions, check us out.

Global Professional Services Associate Development Program prepares entry level candidates for an exciting and rewarding career within Oracle NetSuite. **Associate Curriculum Developers** participate in an initial three to six-month enablement program focused on building product knowledge and curriculum development proficiency through training and development. **Associate Curriculum Developers** learn first-hand how to design, develop, and maintain curriculum for training courses as well as integrating new product releases and instructor feedback into existing courseware. The Associate Curriculum Developer has a strategic role in designing and developing new courses to meet the needs of NetSuite customers, partners, and employees. Developed curriculum will support a variety of audiences at both the functional and technical levels. Courses are built with a focus on self-paced e-learning but may be delivered via instructor-led virtual or classroom training.

Your Responsibilities:

- Develop courses using defined standards and course templates while applying sound Adult Learning methodology for all audiences
- Develop and maintain high quality, interactive e-learning courses that combine multiple components for a positive user experience
- Build e-learning content that can be published as MP4 or SCORM 1.2
- Create training documentation including instructor presentation, instructor and student guides, quick reference materials, knowledge-related assets (quizzes and assessments) and hands-on exercises
- Work collaboratively with stakeholders to design, develop, and maintain course materials for employees, partners and/or customers
- Collaborate with subject matter experts to gather best practices and incorporate expertise into learning objectives and user scenarios
- Ensure course content addresses the requirements of NetSuite users and NetSuite corporate initiatives
- Manage multiple concurrent projects and tasks

Successful **Associate Curriculum Developers** progress into curriculum development positions within the NetSuite Customer Success Organization.

Preferred Qualifications:

- Bachelor's degree in the graduating class of 2020 or 2021, preferably in Education, Instructional Design, Information Technology, Management Information Systems, Accounting, Business Administration/Management, Human Resource Management, or equivalent preferred
- Proficiency in using Microsoft Office applications
- Aptitude and passion for helping others learn new skills

- Ability to analyze training requirements and present effective educational solutions
- Knowledge of audience engagement techniques for different learning styles preferred
- Knowledge of curriculum design principles and practices preferred
- Strong work and/or internship experience
- Strong business judgment and common sense
- An analytical approach to problem solving
- Strong attention to detail
- Initiative, creativity, and a passion to deliver results that make a difference
- Excellent communication (verbal, written, and presentation) and interpersonal skills
- Ability to multi-task, prioritize and manage time effectively
- Effective when working independently and in team environments
- Receptive to feedback
- Desire to work in the technology industry with a growing company

Bonus Skills

- For an **Associate Curriculum Developer** on the **Platform** team:
 - Experience with software development, including object-oriented languages such as Java and C#
 - Experience with web development, including client and server-side JavaScript
 - Proficiency in error resolution and debugging
- For an **Associate Curriculum Developer** on the **Digital Learning** or **Customer Success Enablement** team:
 - Knowledge of e-learning authoring and graphic design tools e.g. Adobe Captivate, Camtasia, SnagIt, Adobe Creative Cloud apps e.g. Illustrator, Photoshop, etc.
 - Web design skills
 - Graphic design/artistic skills
- For an **Associate Curriculum Developer** on the **Business Process** team:
 - Knowledge of Accounting, Finance, and other business processes

Oracle is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law. Oracle will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco's Fair Chance Ordinance.

The Oracle logo, consisting of the word "ORACLE" in white, uppercase, sans-serif font, followed by a registered trademark symbol (®), all contained within a solid red rectangular background.