

**Job Title: IT Instructor / e-Learning Specialist****Location: Los Angeles - Century City****Please apply online at: <https://sh.webhire.com/public/785/>****Job Description:**

DLA Piper, a leader in the practice of law worldwide, seeks a flexible, adaptable and dedicated individual with excellent presentation and communication skills to develop e-learning and deliver IT training to employees at various levels within the firm at one or more offices.

- Develops, revises and delivers e-learning and instructor-led curriculum/materials based on the needs of the firm employees; delivers training via classroom, one-on-one, seminars, webinars and distance learning.
- Travels regularly to other office locations to provide training.
- Maintains a current technical knowledge and develops strong user skills in the firm's applications; maintains various training information such as calendars and databases, attendance, time records, etc.

**Experience:**

- Minimum four to six years of experience with IT training and development or extensive experience as an end-user with Microsoft Office required.
- Minimum two years experience developing strategies and technologies that leverage digital media to instruct and educate employees across the firm.
- In-depth, hands-on knowledge of authoring technologies, including Captivate 4 and Articulate.
- Strong technical skills and an understanding of legal applications a must.

DLA Piper is a leader in the practice of law worldwide, with 3,700 lawyers in 65 offices located in 25 countries around the world. It has leading practices in Corporate and Finance, Litigation, Intellectual Property, Government Affairs and Real Estate. DLA Piper places a special emphasis on both diversity in the workplace and respect for the individual.

DLA Piper provides its employees with highly competitive salaries and benefits, including eligibility for year-end bonuses, profit sharing eligibility, a generous paid-time-off policy and a 401k plan. Employees are recognized and rewarded for their achievements through annual performance evaluations and salary reviews. The firm encourages ongoing personal development and supports a healthy work/life balance.

DLA Piper is an EEO/AA employer-M/F/D/V.

**Jennifer Rogers**

Human Resources

DLA Piper LLP (US)

203 North LaSalle Street, Suite 1900

Chicago, Illinois 60601-1293

T312.984.2214

F312.630.6347

[jennifer.rogers@dlapiper.com](mailto:jennifer.rogers@dlapiper.com)[www.dlapiper.com](http://www.dlapiper.com)