

# Versado Role Description

Versado Training is a creative agency that designs and develops custom adult learning solutions primarily in the life sciences industry through direct consulting with clients. Versado has a challenging, fast-paced, dynamic, and exciting work environment.

We tackle challenges as a team and are proud of the collaborative approach and unique culture that we've built together. For the right person, this environment can be incredibly rewarding and liberating. The work is challenging and fast-paced, but we are in it together, every step of the way.



## Are you the right person for the job?

1. Versado is looking for teammates who demonstrate a mindset and behaviors consistent with the unique set of competencies we feel are needed to thrive in our environment and contribute to the work we do. These competencies broadly define what a good employee is to us (see page 3).
2. Versado is looking for teammates who have a strong desire to learn on the job. Because of the fast-paced, deadline-driven work that we do, new teammates learn by doing work bound by those same deadlines and standards.
3. Versado is looking for teammates who are ready to learn a variety of aspects of the consulting and corporate training business. Part of "learning on the job" means that the task that needs completing today will be different than the task that needs completing tomorrow. We are hoping that over time new teammates will develop specialized skills and play a more defined role, but in the beginning, we are looking for candidates who embrace being a generalist to gain the broader view of our business based on the needs of the moment.
4. Versado is looking for teammates who can manage their own time, tasks, and priorities given broader goals and desired outcomes. With a diverse mix of virtual and on-site employees, everyone on the team must independently and wisely drive work forward even when details are not clear or the task has not been fully defined. This requires strong organizational and self-management skills.
5. Versado is looking for you to be you. We want teammates to feel comfortable being themselves and empowered to bring their uniqueness to work with them. At the end of the day, we are a creative agency and having an open-minded, diverse team who thrives on the funky and the quirky will enable us to be more innovative and successful as a team.

Do you embrace change + innovation? Are you up for any challenge?  
Are you a curious, life-long learner? Do you enjoy shaping solutions + processes?

If the competencies that follow on page 3 excite vs intimidate you, [contact us](#).

## ROLE DESCRIPTION: ASSOCIATE LEARNING PRODUCER

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**Primary Accountability:** VP of Learning Production

**Role Purpose:** Assist Learning Production team to lead clients and teams in order to manage a project and its associated deliverables, services, and processes.

**Qualifications:**

- Bachelor's degree; candidates who graduated with a GPA of 3.5 or above are strongly encouraged to apply
- Experience managing multiple stakeholders and competing priorities in a fast-paced environment
- Detail-oriented, strong time-management skills and excellent verbal and written communication skills
- Willingness to learn on the job, receive feedback and adapt accordingly, often moving forward before all complexities are known
- Self-driven, disciplined, and goal-oriented; jumps in to offer solutions rather than waiting for someone else to provide them
- Ability to develop professional relationships and lead teams of people toward a common goal
- Ability to stay calm under pressure and problem solve effectively when changes occur in stressful, time-sensitive situations
- Proficiency in MS Word, Outlook, and PowerPoint
- Organized, self-managed prioritization and execution of various tasks simultaneously to meet deadlines under pressure
- Adaptability to various roles, learning quickly to contribute to project execution

**Location:** Remote position

**Engagement Type:** Full-time, salaried position

*Versado provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Versado complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

## VERSADO EMPLOYMENT COMPETENCIES

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Click [here](#) to read definitions of the Versado Employment Competencies shown below.

Review in depth to determine if we are the company for you.

