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| **Requisition ID#:** | REQ5203 | |
| **Job Title:** | Instructional Designer | |
| **Division/Department:** | Information Systems | |
| **Location:** | Amherst, OH | |
| **Reports to:** | Manager, Information Systems | |
| **FLSA Status:** | **Type of position:** | **Shift:** |
| Exempt  Nonexempt | Full-Time  Temporary Full-Time  Part-Time  Temporary Part-Time  Production | 1st  2nd  3rd |
| **Job Summary** | | |
| The Instructional Designer designs and develops instructional material and programs that support company technical products. Demonstrates and utilizes effective needs analysis, project management, course development, and evaluation skills. | | |
| **Essential Job Duties and Responsibilities** | | |
| * Collaborates with key business partners to review learning and performance needs, and conducts needs, content and learner analysis to translate opportunities into learning and skill building solutions. * Designs and develops end-to-end learning solutions based on analysis and conducts content/material review sessions with internal groups as needed. * Design and develop learning content using a variety of delivery methods including web-based and mobile applications. * Develops creative programs and design concepts that meet the business objectives of the organization. * Create comprehensive assessments methods and content to measure learning results. * Prepare comprehensive reporting on learning results, analyze and take action as needed to improve. * Simultaneously manages multiple projects of varying scope and complexity to ensure project timelines, learning objectives, and budgets are met. * Interact with Subject Matter Experts (SMEs) to develop learning objectives and ensure that the proposed content and delivery format supports those objectives and is appropriate for the intended audience. * Select appropriate instructional media to address training needs. * Prepare internal trainers to facilitate training events. * Maintain training content for existing programs to ensure it meets on-going learning needs. * Adapt instructional materials for multiple formats. * Design and manage the Training SharePoint website. * Facilitate/lead training courses as needed. * Maintain in-depth and up-to-date knowledge of the workplace learning and performance field. * Continuously work to improve training content and processes. * Work collaboratively with training team members. * Coordinate training logistics for assigned projects. * Manage special projects as required. * Other duties as assigned. | | |
| Education and Experience Requirements | | |
| Education   * Bachelor’s degree in Instructional Design, Business, IT, Adult Education, Human Resources or related field and 1-3 years of experience required.   **OR**   * Certificate in Training and Development Program and 3-5 years of experience required.   Experience   * Broad-based experience in designing corporate learning instructional materials, effective delivery methods, technical documentation, script writing required. * Exceptional computer skills, including experience with instructional design tools (for example Adobe Acrobat Professional, Captivate, etc.) and MS Office required. * Proven experience developing web based and mobile training content required. * Proven experience managing complex training projects. * Demonstrated experience in leading classroom and virtual training courses preferred. * Demonstrated experience using virtual meeting software (GoTo Meeting, Live Meeting, etc.) preferred. * **Experience with uPerform, InfoPak, or SAP productivity pack authoring tools preferred.** * Video on demand development experience a plus. * Knowledge of SAP or other ERP software a plus. | | |
| **Preferred Skills and Abilities** | | |
| * **Proven skill with Instructional Design Methodology (e.g. ADDIE, SAM).** * Keen ability to assess situations/risks, perform root cause analysis and resolve problems in a timely manner. * Excellent project management skills. * Ability to multi-task and work collaboratively as well as independently in a dynamic and entrepreneurial environment. * Ability to design and develop multi-media and interactive learning content that align with the course and program objectives. * Experience capturing, editing, and preparing instructional video for online delivery. * Ability to take complex information and make it understandable for a wide range of audiences. * Organized, effective and self-motivated. * May lead and direct the work of others. * **Strong web based and mobile development skills.** * **Strong written and verbal communication skills to effectively communicate with all levels within the organization.** * Excellent organizational skills including the ability to coordinate multiple tasks simultaneously and adapt to changing conditions. * Strong customer service orientation. * Ability to analyze training issues, recommend, plan, and execute improvement actions. * Tech-savvy and familiarity with emerging technology and industry-related trends. * Creative thinking. * Must be able to demonstrate instructional deliverable proficiency through examples of prior work. | | |
| **Working Environment and Physical Demands** | | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. | | |
| **Travel Required** | | |
| None  Minimal  Estimated 5-10% Domestic and International | | |

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