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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[x]  Nonexempt | [x]  Full-Time [ ]  Temporary Full-Time [ ]  Part-Time [ ]  Temporary Part-Time[ ]  Production | [x]  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.
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| 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.
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| **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.
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| **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[x]  Minimal[ ]  Estimated 5-10% Domestic and International |

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