



Instructional Designer

What is my job:	To design and develop effective training solutions that meet Wegmans standards for Instructional Design and to recommend alternative performance interventions when appropriate, based on performance gap analysis.		
Department:	Training and Development	Bubble Chart:	Corporate, Distribution, Manufacturing
Location:	100 Market Street	Job Family/Level:	Coordinator/Analyst/Department Mgr-Advanced
Type of Position:	Full-Time, Salaried, Exempt	Job Area:	Support Services
Recruiter:	www.wegmans.com/careers	Reports to:	Training Manager
Fax #:	585-429-3762	Supervisory Level:	Not applicable
Requisition #:	16-6191	Note to Applicant:	
Deadline to submit:	Click here to enter a date.		

How do I make a difference?

Ensuring High Quality Deliverables

- Partner with project teams as a subject matter expert to develop learning tools that utilize prescribed, well established instructional tactics and media options; manage multiple projects with moderate to complex scope
- Create and document training material and communications for various business units that provide consistent results, and allow employees to be successful in their roles
- Develop training solutions that effectively accomplish learning objectives, keeping in mind the environment, learner, and budget; make recommendations on the most effective training technique (online, instructor led, etc.)

Continuously Improving Results

- Coordinate instructional analyses for projects, focusing on operational/procedural design and revisions; work with multiple subject matter experts to provide input and ensure accurate training content
- Coordinate implementation plans and project roll out presentations for new or updated training
- Maintain knowledge of industry trends and stay current on instructional design/performance intervention developments and tools
- Define, monitor, and measure effectiveness of training
- Develop systems expertise to act as subject matter expert when necessary
- Facilitate instruction as needed

Living Who We Are

- Support, encourage, and respect co-workers
- Work with supervisor to set and achieve goals for professional development
- Comply with Wegmans Policies and Work Rules, as well as federal and state laws
- Maintain open lines of communication with supervisors and coworkers to ensure the most efficient operations in the department

What skills, learnings, and experiences are required?

- 2 or more years of experience at the Coordinator/Analyst–Entry level
- 2 or more years of experience designing complex, instructionally sound training programs using multiple delivery methods (instructor-led, computer-based, media-enhanced, etc.)
- 2 or more years of experience with needs analysis, audience analysis, job analysis, task analysis, and evaluation
- Bachelor's degree in Instructional Design, English, Communications, Human Resources, or related field, or 3 years' experience in the field
- Ability to oversee and direct the work of others in order to guide the efforts of other Training resources assigned to projects
- Experience creating performance support and reference documentation
- Proficient in Microsoft Office
- Effectively **deal with ambiguity**, handling risk and uncertainty with comfort, maintaining effectiveness in the face of change and acting on decisions without having the total picture
- Coming up with new, unique ideas using **creative thinking** while making connections among previously unrelated notions
- **Cross-functional collaboration:** initiate dialogue around different points-of-view to find a common ground; lead interdepartmental teams, facilitating organizational consensus and creating synergies to arrive at the best business outcome

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- Use multiple resources to **analyze data** for abnormal findings, further investigating where warranted and identifying cause-effect relationships impacting the data
 - Practice proper **action planning** techniques which include managing time and resources, and breaking down work into milestones to accomplish priority activities
 - **Advise** others within the organization, as well as external business partners, using relevant knowledge and skills to ensure that sound business decisions are made
 - Possess strong **listening** skills and hear many points of view without bias, asking clarifying questions to check for understanding
 - Use available resources to pursue goals and challenges with the intent of **achieving results**, striving for continued excellence and taking appropriate risks (Managing the 5 Measures)
 - Use **critical thinking** to solve complex and difficult problems with effective solutions skillfully questioning multiple sources for answers, seeing the underlying and hidden problems and patterns beyond obvious symptoms to address root causes
 - Experience with **project coordination**, communicating goals and responsibilities to the team being sure to monitor performance against a project plan and effectively applying project controls. Include project stakeholders, team members, and subject matter experts in order to get things done
 - Experience with **risk evaluation**: proactively identifying areas of potential risk exposure, thoroughly analyzing the situation to ensure the financial investment of a solution makes sense and implementing cost-effective controls to mitigate risk
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What skills, learnings, and experiences are preferred and will set me apart?

- Master's degree in Instructional Design, English, Communications, Human Resources, or related field
 - Mager CRI/IMD Certification
 - Experience writing User's Guides or other software documentation
 - Proficient in Articulate, Articulate Storyline, GoAnimate, Captivate, and Snag-It
 - Operations experience
 - Experience with learning management systems (KnowledgeNet)
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Work environment:

- Work involves continuous interaction with co-workers in fast-paced environment
 - Work includes sitting for prolonged periods, along with repetitive hand and arm movements
 - Work requires frequent use of the telephone and computer
 - Responsible for moving and lifting an average of 1 – 5 pounds with a maximum weight lifted of 10 pounds occasionally
 - Occasional travel to various Wegmans locations
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Other:

- Employment at Wegmans may be contingent upon your completion and our evaluation of a drug screen physical and/or criminal background check
 - All Applicants will be screened; only those closely matching the job posting will be interviewed
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