

NEEBO COLLEGE STORES VISION: To grow profitable sales by being welcoming, knowledgeable, and the premier provider of collegiate products and guest services.



## JOB DESCRIPTION: Instructional Developer/Trainer

DIVISION: College Stores  
REPORTS TO: Organizational Effectiveness Manager  
STATUS: Exempt  
POSITION CLOSE DATE: February 2012

Nebraska Book Company is hiring an Instructional Developer/Trainer to join our Organizational Effectiveness team. This is a career opportunity for an Instructional Designer / Trainer who can develop training material and instructional communications that will be used by multiple team members across locations. This is a visible opportunity to create, polish and customize instructional communication and training for over 2000 employees located in over 280 bookstores nationwide and at our headquarters office in Lincoln, NE.

### **The responsibilities for this position include:**

#### **Develop Training Material and Instructional Communication by:**

Writing processes, instructions, and training materials for store managers and team members.

Developing or revising materials using knowledge of marketing and creative writing techniques to reach your audience.

Taking initiative to improve or customize training material and communication and communicating the results and recommendations as necessary.

#### **Facilitate Training by:**

Using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.

Providing training strategies, coaching, and materials to subject matter experts who will facilitate/co-facilitate training events.

Monitoring, evaluating, and recording training activities and program effectiveness.

#### **Experience and Qualifications**

Education; 4 year college degree in marketing, journalism, business or education, OR the equivalent combination of education and experience.

Demonstrates strong graphic, oral and written communication skills, including superior editing and proofreading skills. Copywriting or journalism experience helpful.

Experience developing technical and non-technical training material and communication with a high level of creativity and autonomy in a business setting preferred.

Some experience in facilitating training and development preferred

Project management experience with a high level ability to plan, organize, and follow through on critical projects.

Demonstrated critical thinking competency

Experience with MS Word, Excel, PowerPoint, and Adobe

Minimal travel time may be required.