



Renewable Energy Group, Inc. (REG) is looking for a Training Intern (Summer 2018) to join a team that is leading the way in a thriving industry.

REG is a leading North American advanced biofuels producer and developer of renewable chemicals. REG utilizes an integrated value chain model to focus on converting natural fats, oils and greases into advanced biofuels and converting diverse feedstocks into renewable chemicals.

You will have the opportunity to make a real impact by joining a team that contributes to REG in the following areas:

- Assist with the design and/or delivery of training modules (computer-based and instructor-led)
- Create and implement measurement plans to determine the effectiveness of training
- Administer functions within a Learning Management System
- Contribute to the long-term success of REG by enabling our team members to thrive and survive in our industry

Don't miss this opportunity to take the next step in your career with a company that has the necessary resources and opportunities to succeed.

RENEWABLE ENERGY GROUP JOB DESCRIPTION

POSITION TITLE:	Intern, Training
REPORTS TO:	Instructional Designer
LOCATION:	Ames, IA
FLSA JOB STATUS:	Non-exempt
DEPARTMENT:	Human Resources
START DATE:	May, 2018

POSITION PURPOSE:

This position will assist the Training team with training functions, including, but not limited to: instructional design, training delivery (including logistics, materials, and event coordination), attendance tracking, course evaluation, and other related duties

ESSENTIAL FUNCTIONS:

Instructional Design:

- Assist in the creation of computer based and instructor-led training modules
- Review training content for accuracy, currency, and usability
 - Make recommendations for improvements
- Test the effectiveness and usability of new courses by taking the training as a participant

Training Delivery:

- Deliver, or assist in the delivery, of instructor-led courses
- Coordinate logistics of all online or remote training activities
- Monitor, compile, and report training evaluations
- Monitor and track training attendance, assessment performance, etc.

Other frequent duties:

- LMS administrative duties, including:
 - Building learning activities
 - Adding new users to the system
 - Troubleshooting problems
- Follow up with trainees regarding pre-work, post-class work, etc.
- Perform other duties as assigned

JOB REQUIREMENTS:

Be available for daily work and overtime as required

Communicate effectively with customers and co-workers (oral and written)

Demonstrate attention to detail

Ability to use office equipment (computer, copy/fax machine, telephone, postage meter, etc)

Organize and manage multiple tasks simultaneously and meeting deadlines

Provide suggestions to offer alternative perspectives to situations

Collect, analyze and organize information into a logical and efficient format to support economic and efficiency analyses

Maintain composure and work under pressure situations

Work independently or with others as a team to complete assigned projects

Provide personal contact information on an as needed basis for official business purposes

JOB QUALIFICATIONS:**Education Required:**

Pursuing a bachelor's** or master's degree in Education, Instructional Design, Performance Improvement, or related

**Rising Senior or Junior status preferred

Experience Required:

Instructional design, lesson planning and/or curriculum development; training facilitation; event management, or some combination of the above

Skills Required:

Strong verbal and written communication skills

Microsoft Office Suite (PowerPoint, Excel, Outlook, Word)

Basic math and accounting skills

Special skills or knowledge preferred:

Course authoring software (Articulate, Captivate, etc.)

Knowledge of graphic design principles

Proven training/facilitation skills

ADDIE or similar design/develop methodology

LMS administration

Advanced Excel skills (pivot table, macros, and other advanced Excel functions)

To apply, go to regi.com and search for Careers.

BASIC MENTAL AND PHYSICAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job calls for the usual physical requirements needed to successfully perform the essential functions of this job. Position requires extended periods of sitting at a desk utilizing the phone and a computer. Some mobility required to move throughout the office and production areas. Occasional lifting is required to move office supplies. Some travel to other locations and industry meetings. Medium to high levels of stress relating to meeting deadlines. Frequent activities involve walking, standing and occasional lifting of containers up to 75 pounds.

WORKING CONDITIONS:

The working conditions are primarily described as normal office conditions; with occasional movement through the production area as needed. Some exposure to grain, chemicals, fertilizers, feed, dust, and other agricultural related products. Personal protective safety equipment is available as needed. This position requires extended and flexible working hours as needed or required by industry or corporate situations.