Title: Senior Training Specialist

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, design, develop, modify and present University training programs and coordinate work group training programs.

Characteristic Duties

- Design, develop, modify and present training programs and workshops for entire University community.
- Coordinate work group training/development programs.
- Meet department heads and other staff to assess training needs and to solicit program support.
- Evaluate training programs for quality of presentation, appropriateness of content and effectiveness of material.
- Assist with coordination and promotion of training programs and activities.
- Review and evaluate training materials for purchase and make appropriate recommendations.
- Prepare related reports and documentation.
- Serve as consultant to University departments who are developing internal training programs.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in employee development and include one (1) year experience with Microsoft® software applications.

Last updated: 1-8-07
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