Title: Training Consultant

Essential Function

Under the general supervision from designated administrator, assess training needs, and design, develop, evaluate, modify and deliver training and development programs for the University community.

Characteristic Duties

- Consult with administration and staff to assess training needs, solicit program support, and identify program objectives.
- Provide consultation to University departments in their development of internal training programs.
- Design and develop training programs and workshops.
- Evaluate and modify training programs to meet program objectives.
- Coordinate work group training and development programs.
- Deliver, or assist others in the delivery of, training and development programs.
- Promote training and development programs and activities.
- Prepare related reports and documentation.
- 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. Degree and experience must be in a related field.