Title: Training Specialist

Pay Scale Group: 14

Essential Function

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

Characteristic Duties

- Develop, modify and present training and workshops for entire University community.
- Coordinate work group training/development programs.
- 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.
- Perform related duties based on departmental need.

Minimum Qualifications

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

Last updated: 12-21-06