Human Resources Job Function

HR Learning and Development Mgt III
Grade: 57
Job Code: H2057M
Job Family: HR Learning and Development
Job Family Matrix: HR Learning and Development Matrix

Summary
Independently perform a wide range of duties related to creating training and development opportunities
Responsibilities may include curriculum design and development, training delivery, program evaluation, program
management, and project oversight.

Core Duties
• Responsible for effective staff management, including hiring and orientation, training and development,
  workflow and performance management, and the promotion of an inclusive and innovative work
  environment
• Plan, design, develop and implement curriculums for trainings and programs
• Maintain and enhance existing trainings and programs
• Facilitate trainings and program sessions as needed
• Manage outreach, marketing, branding and community relations for programs and trainings
• Prepare and analyze reports and metrics; recommend options to improve existing trainings and programs
• Evaluate programs/trainings; make suggestions to improve processes
• Keep current with trends in field to improve programs and training
• Collaborate with stakeholders in the delivery of programs and trainings to identify, troubleshoot and resolve
  operational issues
• May provide consulting services to schools and units
• May represent unit on University and/or external committees
• Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 5 years’ relevant work experience

Additional Qualifications and Skills
• Supervisory experience
• Master’s degree in relevant field
• Experience with instructional design principles, adult learning theory, and designing and delivering learning
  solutions
• Strong knowledge of HR operations and administration and social networking methods

Certificates and Licenses

Physical Requirements

Working Conditions
• Work is performed in an office setting