Human Resources Job Function

HR Learning and Development Mgt IV
Grade: 58
Job Code: H2058M
Job Family: HR Learning and Development
Job Family Matrix: HR Learning and Development Matrix

Summary
Manage a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and 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.
• Manage the planning, design, development and implementation for training and program curriculums.
• Maintain and enhance existing trainings and programs; participate in the development of new trainings and programs.
• Manage full spectrum of an assigned program or initiative; may provide coaching services for programs.
• Manage outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement.
• Develop, analyze, present reports and metrics to assist with setting the strategic direction; may contribute to the strategic direction of programs and initiatives.
• Evaluate programs/trainings; seek efficiencies and manage improvements in processes.
• Keep current with trends in field to improve programs and trainings.
• May collaborate with University leadership in the delivery of programs and trainings to diagnose and resolve issues.
• Provide consulting services to schools and units.
• 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 7 years’ relevant work experience.
• Supervisory experience.

Additional Qualifications and Skills
• 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.