Human Resources Job Function

HR Learning and Development Professional III
Grade: 57
Job Code: H2057P
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
- Act as primary source of information on all trainings and programs
- Participate in the planning, design, development, and implementation of curriculum for trainings and programs
- May facilitate trainings and program sessions as needed
- Manage the day-to-day duties related to outreach, marketing, branding and community relations for programs and trainings
- Prepare reports and metrics to define and evaluate program success
- Keep current with trends in field to improve programs and training
- Collaborate with internal management in the delivery of programs and trainings to identify, troubleshoot and resolve operational issues
- 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
- 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