

Human Resources Job Function

HR Learning and Development Mgt II

Grade: 56

Job Code: H2056M

Job Family: HR Learning and Development

Job Family Matrix: [HR Learning and Development Matrix](#)

Summary

Independently contribute to the planning, design, delivery, and implementation of programs and trainings.

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
- 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 3 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- 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