

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