

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