

Human Resources Job Function

HR Learning and Development Professional VI

Grade: 60

Job Code: H2060P

Job Family: HR Learning and Development

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

Summary

Direct 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

- Direct and develop the planning, design, development and implementation for training and program curriculums
- Direct the development and implementation of new trainings and programs
- Direct full spectrum of an assigned program or initiative
- Direct outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement
- Direct the development of reports and metrics to measure effectiveness and set the strategic direction
- Evaluate programs/trainings; recommend changes, enhancements, additions, removals, etc.
- Develop, and implement processes and procedures
- Keep current with trends in field to improve programs and trainings
- Collaborate with University leadership in the delivery of programs and trainings to diagnose and resolve issues
- Develop, manage, and oversee departmental budget
- 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 10 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