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TEACHING AND LEARNING JOB FAMILY – TRAINING SPECIALIST

JOB FAMILY CONCEPT: The Teaching and Learning job family is responsible for activities involved in the teaching and training of children, students, staff and community members of a wide variety of subjects and educational/training levels. The Teaching and Learning job family provides classroom and academic support by ensuring access and enhancing the learning experience; provides training, facilitation and instruction by assessing needs, developing content, curriculum and content delivery; and develops and coordinates ongoing educational and training programming.

Training Specialist

The Training Specialist role delivers professional training and learning services to a wide variety of audiences internal and external to the university. This role develops and delivers curriculum for dissemination and presentation through a variety of delivery methods.

The **Teaching and Learning Specialist** role is distinguished from other roles in the Teaching and Learning family by the primary focus on developing and delivering training through a variety of mediums.

TRAINING SPECIALIST 1

Typical Functions

- Researches and develops customized training courses, programs, curriculum, and materials
- Develops and conducts training exercises
- Analyzes training needs
- Manages training schedules, and tracks and maintains training reports and documentation
- Creates marketing plans and conducts outreach activities to promote courses and trainings
- Create relationships with other units to enhance training and course delivery
- May coordinate training and courses delivered by other internal or external units

Complexity and Decision Making Authority

Provides support to assigned area. Resolves questions or problems within established policies and procedures, refers new or complex issues to higher level.

Knowledge, Skills, and Abilities

Knowledge of pedagogy and/or andragogy. Public speaking skills. Computer software skills. Ability to communicate effectively. Ability to present material in an easy to understand way, and to adapt sessions to end user needs. Ability to develop and deliver engaging and interactive courses and training. Ability to assess needs.

Education/Experience

Bachelor's degree in a relevant field and two to three years related experience, or an equivalent combination of education, training, and experience.

TRAINING SPECIALIST 2

Typical Functions

- Develops, delivers, assesses, and improves training and courses
- Evaluates effectiveness of programs, and makes modifications to training and courses as appropriate

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- Conceptualizes training programs and works with internal and external stakeholders to create programs
- Conducts needs assessments to determine training needs, and conducts follow up assessments to determine if training was successful
- Trains and coaches other teaching and learning practitioners
- Creates training reports for submission to internal and external entities
- May have development fund responsibilities
- May write proposals to secure funding

Complexity and Decision Making Authority

Required outcomes are defined, but methods and procedures may vary based on judgment or precedent. Some problems do not have pre-determined resolutions and require innovative approaches to solve them.

Knowledge, Skills, and Abilities

Knowledge of teaching and learning best practices. Knowledge of a specialty area or subject. Analytical skills. Advanced computer software skills. Ability to conduct needs assessments. Ability to coach and mentor.

Education/Experience

Bachelor's degree in a relevant field and four to five years related responsible experience, or an equivalent combination of education, training, and experience. Master's degree may be preferred.

TRAINING SPECIALIST 3

Typical Functions

- Develops, delivers, assesses, evaluates and improves trainings, courses, and workshops for a wide range of audiences
- Conducts consultations, and creates and implements programs as a result of consultations
- Conducts needs assessments to determine training needs, and solicits support of other units to fully address needs
- Provides expertise and advises on best practices to instructors and trainers
- Participates in the strategic and long-range planning process, and may participate in the succession planning process
- Recommends appropriate assessment tools and technologies
- Develops processes and procedures related to specialty area to ensure outcomes are met
- Supervises work of others as a secondary function
- May be responsible for enforcing policies and procedures
- May chair, serve on, or advise committees related to area of specialty

Complexity and Decision Making Authority

Typically works independently on work assignments, which may include highly complex or strategic assignments, reviews progress and evaluates results updating management as appropriate. Analyzes, compares, and evaluates various courses of action and has the authority to make independent decisions on complex issues within scope of responsibility.

Knowledge, Skills, and Abilities

Advanced knowledge of specialty area. Supervisory skills.

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Education/Experience

Bachelor's degree in a relevant field and five to seven years progressively responsible experience, or an equivalent combination of education, training, and experience. Master's degree preferred.