

The University of Texas at San Antonio

Job Description

Job Title: Training & Development Specialist II
Code: 8113
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Training and Development/Human Resources
Reports To: Associate Director of Training and Development

Summary

- **Function:** To provide analytical and technical skills in the assessment of business and operational processes to determine training needs and develop programs that enhance organizational development goals.
- **Scope:** Responsible for designing, developing, executing, and evaluating training methods, program materials, and techniques that enhance individual learning and meet the needs of various departmental productivity improvement endeavors.

Duties

- **Typical:**
 1. Work with appropriate management faculty and staff to conduct needs analysis studies to determine operational and interpersonal training needs.
 2. Develop custom training programs based on analysis, selecting appropriate instructional methods, materials, and techniques to ensure high quality training activities that meet operational training needs and enhance trainee participation and learning.
 3. Monitor effectiveness of training programs through appropriate measurement instruments. Develop or adopt appropriate modifications as necessary.
 4. Plan, coordinate, and execute faculty and staff training and development programs which meet departmental needs and enhance trainee participation and learning.
 5. Assist in development and training of Specialist I's to conduct programs and enhance overall training skill set.
 6. Maintain appropriate records of training activities and programs.
 7. Plan, coordinate and execute various learning and planning events.
 8. Perform other duties as assigned.

- Periodic:

1. Research new developments in the training field and recommend effective training ideas for implementation.
2. Assist in identification of problems and resolutions related to departmental policy and procedure.

Education

Required	Preferred
Bachelor's degree in Business, Instructional Technology, Psychology, or related field from an accredited institution.	Master's degree in Business, Instructional Technology, Psychology, or related field from an accredited institution.

Other Requirements

Required	Preferred
Strong analytical skills.	CPLP Certification.
Excellent verbal and written communication skills.	
Strong organizational and time management skills.	
Demonstrated effective interpersonal skills.	
Demonstrated ability in conflict resolution.	
Excellent customer service skills.	
Effective judgment, tact, diplomacy, and discretion required in all matters.	
Valid Texas driver's license.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Five years of professional experience developing and executing training programs based on operational analysis and organizational goals.	Similar experience in a university environment.

Equipment

Required	Possible
Personal computer, various types of audio-visual equipment, and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office and classroom conditions.	Must drive to multiple campuses using departmental or personal vehicle. Packing and lifting heavy equipment and materials.

Supervision

Received	Given
General supervision and review by designated administrative personnel.	General and specific supervision of assigned clerical personnel.

Accuracy

Proficiency and accuracy in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.