

The University of Texas at San Antonio

Job Description

Job Title: Training & Development Program Coordinator
Code: 19047
Salary Grade: 57
FLSA Status: Non-exempt
Department/Division: HR Training & Development
Reports To: Training & Development Lead

Summary

- Function: Provides oversight and program facilitation for Training & Development administration and services.
- Scope: Responsible for assigned phases of programs, which may include budgeting, administration, record-keeping, and reporting.

Duties

- Typical:
 1. Coordinates program(s) by providing administrative oversight and coordination for assigned programs or projects.
 2. Maintain class and scheduling information in the Learning Management System (LMS). Monitor, collect, and analyze data in the system to ensure accurate and timely processing.
 3. Maintains and orders department and classroom supplies, to include both perishable and non-perishable goods.
 4. Maintains tracking and reporting systems to monitor program/participant progress and results.
 5. Produces and distributes program materials such as brochures, website content, emails, and other forms of communication.
 6. Manage program budgets, ensuring program accounts remain within budget. Perform purchasing, invoicing and account reconciliations.
 7. ~~Oversee~~ Plan, manage and execute special annual events and smaller weekly events.
 8. Coordinate with Events Management, Facilities and OIT to secure event and classroom locations.
 9. Performs other duties as assigned.

Education

Required	Preferred
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Bachelor's degree from an accredited institution.	N/A
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Other Requirements

Required	Preferred
Microsoft Office	Experience using a Learning Management System.
Valid Texas Driver's License and ability to operate a UTSA vehicle.	
Criminal Background Check (CBC).	Microsoft Publisher.

Experience

Required	Preferred
Two years of experience planning and coordinating programs and associated activities.	Experience obtained in a Training & Development environment.
Additional experience can substitute for the required degree.	

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Some overtime work may be required.

Supervision

Received	Given
Supervision from immediate supervisor.	May oversee assignments and work distribution of support staff.

Accuracy

Proficiency in all 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.