UNIVERSITY OF SOUTHERN CALIFORNIA

Training Specialist

Job Code: 117505

Grade: I
OT Eligible: No
Comp Approval: 11/10/1998

JOB SUMMARY:

Conducts training exercises, classes or structured activities for groups or individuals. Identifies training requirements for target group. Assesses group and individual skill levels to determine appropriate training content and methodology. Conducts training needs assessments and evaluates training effectiveness. Recommends, develops and implements modifications related to training activities, content and methodology based on needs of participants. Develops training manuals, materials and related documentation.

JOB ACCOUNTABILITIES:

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Participates in the development of plans, procedures and programs to meet specific training needs and issues.

Schedules, modifies and conducts training exercises, classes or structured activities based on stated learning objectives. Facilitates group discussion of class experience and learning.

Monitors, analyzes and evaluates effectiveness of training based on program goals.

Conducts training needs assessment, using formal surveys and input from faculty or staff, to tailor training to instructor objectives or to set future training topics. Researches and identifies new topics to be covered in training sessions. Communicates training needs to management. Recommends, develops and implements modifications as necessary to ensure achievement of training goals and objectives.

Selects and develops training methods such as individual coaching, group instruction, demonstrations, meetings and workshops.

Provides individualized assistance and group training to participants as needed.

Develops and maintains training manuals, materials and related documentation. Determines design and format. Participates in the development and implementation of internal training procedures.

Operates or oversees operation of audio-visual, videotaping equipment or other media during training exercise or class. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's Degree

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- Experience in developing and conducting training classes. Development of instructional materials.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Curriculum development
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Teaching/Training

**Skills: Machine:**
- Computer Network (Department or School)
- Personal Computer

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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