UNIVERSITY OF SOUTHERN CALIFORNIA
Training and Development Specialist
Job Code: 117506

Grade: J
OT Eligible: No
Comp Approval: 5/22/2006

JOB SUMMARY:
Develops and 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 other related documentation.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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______ Participates in the development of plans, procedures and programs to meet specific training needs and issues. Identifies needs and training objectives of University community.

______ Schedules, modifies and conducts training exercises, classes or structured activities based on stated learning objectives. Facilitates group discussion of class experience and learning. Provides training that meets the needs of class members.

______ Monitors, analyzes and evaluates effectiveness of training based on program goals. Provides reporting and feedback, as necessary.

______ 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. Implements best practice performance consulting solutions.

______ 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.

______ Reviews effectiveness of implemented solutions and provides on-going support to client groups.

______ Participates in and/or leads special development and/or training projects, as required.

______ Creates and distributes project reports. Makes projections and recommendations. Composes a variety of training related correspondence, summaries, etc.

______ Selects and develops training methods such as individual coaching, group instruction, demonstrations, blended learning, web-based, meetings and/or workshops.

______ Promotes department products and services. Raises awareness of University training resources.
Develops and maintains training manuals, materials and related documentation. Determines design and format. Assists in the cultivation and development of web related training methods and content. Liaises and negotiates with outside vendors and internal IT staff. Participates in the development and implementation of internal training procedures.

Maintains currency on current training and development trends, technologies, etc. Attends professional workshops and seminars.

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

Yes  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:**  

Active listening
Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Creative writing and editing
Curriculum development
Facilitation
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Marketing
Negotiation
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/Training

Skills: Machine:

- Audio/Visual Equipment
- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

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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