UNIVERSITY OF SOUTHERN CALIFORNIA
Training Director
Job Code: 117507

Grade: L
OT Eligible: No
Comp Approval: 1/19/1994

JOB SUMMARY:
Identifies training requirements for target group. Assesses group and individual skill levels to determine appropriate training content and methodology. Evaluates training results using appropriate methods. Develops training manuals.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
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<td>Formulates and develops plans, procedures and programs to meet specific training needs and issues.</td>
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<td>Selects and develops training methods, such as individual coaching, group instruction, lectures, demonstrations, conferences, meetings and workshops in conjunction with relevant unit.</td>
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<td>Oversees the production of documentation or training manuals for software systems, training courses, etc. Determines appropriate design and format.</td>
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<td>Conducts group or individual training on topics including procedures, policies, methods, techniques, skills, software applications, etc.</td>
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<td>Provides authoritative consultation to staff to answer questions or solve problems.</td>
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<td>Selects, trains and supervises the personnel of the training staff.</td>
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<td>Manages Budget Development System cycle from opening to closure. Coordinates system development, changes, training, access, input, scheduling and balancing. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*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:

Degreed in Education, Business, Computer Science or Programming. Experience developing and conducting training courses, and in computerized budget development and management.

Preferred Experience:

5 Years

Skills: Other:

Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Consulting
Counseling
Curriculum development
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Fax
Personal Computer

Supervises: Level:

Supervises employees who do not supervise

Supervises: Nature of Work:

Technical

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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