

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following 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.

Title: HR TRAINING SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 3545

UW Job Family: 3C – Instructional/Educational Services

SOC Code: 13-1151

FLSA: Exempt

Pay Grade: 22

Date: 7-1-14

JOB PURPOSE:

Develop, coordinate and run training programs for employees across the university. Organize and conduct training and programs in areas such as new hire orientation, employee education, career development, supervisory skills, and leadership development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Confer with management to gain knowledge of work situations requiring training for employees to better understand changes in policies, procedures, regulations, and technologies.
- Conduct needs evaluations and determine training courses and annual training offerings for all employees.
- Develop teaching outline and determine instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Lead training sessions covering specified areas such as those concerned with new employee orientation, on-the-job training, use of computers and software, apprenticeship programs, sales techniques, safety and health practices, public relations, refresher training, promotional development, upgrading, retraining displaced workers, and leadership development.
- Select or develop teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Test trainees to measure progress and evaluate effectiveness of training.
- May select and coordinate training programs with outside vendors or professionals.
- May specialize in utilizing instructional software. May develop on-line courses. Develop, maintain and operate various technologies used in the delivery of instructional and/or interactive programs and courses.
- May provide career and development consultation to employees.

- Give individual or group instruction to users or make arrangements for instruction of software or systems.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Innovation
- Initiative
- Influence
- Developing Organizational Talent
- Service Orientation
- Sensitivity
- Formal Presentation Skills

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree, preferably in Business, HR or an educational focus**

Experience: **At least 3 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Certificate in employee training**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent oral and written communication skills.
- Excellent organizational skills.
- Excellent interpersonal skills and commitment to customer service.
- Ability to work effectively in a culturally diverse environment.
- Excellent knowledge and skill in training techniques.
- High-level problem-solving skills.
- Ability to interpret system needs and construct system processes.
- Ability to manage and meet deadlines.
- Knowledge of applicable Federal and State laws and regulations.
- Proven ability to continually adapt and learn new procedures and software programs.
- Comprehensive knowledge of current instructional theories and principles.
- Knowledge of web-based instruction.

WORKING CONDITIONS:

- Some travel will be required.
- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.