

## **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:** TRAINER

**Reports To:** Transit & Parking

**UW Job Code:** 3860

**UW Job Family:** 3C – Instructional/Educational Services

**SOC Code:** 13-1151

**FLSA:** Non-exempt

**Grade:** 18

**Date:** 2-1-10 (revised 8-15-17; 9-1-22)

### **JOB PURPOSE:**

Under general supervision, assist with coordination or facilitate training activities for assigned areas; organize external training programs, when necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Determine short and long-range training and development needs; identify training resources; evaluate suitability of training materials.
- Provide training and development activities; research, plan and execute special programs, workshops and seminars.
- Develop proposals and make presentations to supervisor in support of providing new or additional training programs.
- Develop course materials; assist with course objectives and content, create instructional materials, methods of presentation, and systems for program evaluation; may use training with prepared materials and will adapt materials, if necessary, to assigned area.
- Monitor and verify participant registration; maintain records and files.
- Perform program assessment following training program completion, which could result in making modifications to, or ending previous training presentations.

### **SUPPLEMENTAL FUNCTIONS:**

- Research and review new and current trends within the field, determine applicability of such programs to the assigned area and whether they are within University standards.

### **COMPETENCIES:**

- Formal Presentation Skills
- Work Prioritization & Management

- Strategic Planning
- Initiative
- Technical/Professional Knowledge
- Innovation

## **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements:

- **Class A or B CDL, with "P" and/or "S" endorsement and air brake**
- **CTAA PASS Certification or equivalent**
- **Defensive Driving certification**
- **CPR certification**
- **First Aid certification**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Applicable University, state and federal laws, regulations, policies and procedures.
- Training methods, concepts, practices and techniques.
- Communication methods and strategies.
- Marketing strategies, methods, and practices.
- Planning and scheduling methods, concepts and practices.
- Time management techniques and strategies.
- Training assessment practices and methods.
- Training development and training resources.
- Training facilitation concepts, methods and practices.
- Organizational methods, prioritization methods, and deadline management.
- Multi-tasking techniques.
- Cost accounting principles and fee structure development practices, when required.
- Personal computer usage and applicable software/hardware and training programs.
- Community and state education agencies and other training resources.

Skills and Abilities to:

- Organize and assess training needs.
- Schedule training sessions.
- Teach or facilitate training for assigned areas.
- Use basic and advanced mathematical skills to determine fee schedules, if position requires.
- Effectively communicate with diverse communities.
- Move objects weighing up to 25 pounds.
- Manage database training program information.

- Operate audio-visual and/or instructional media equipment.
- Develop and use training aids and instructional materials using a range of media.
- Make training program selection, scheduling and room selection decisions.
- Maintain training supplies and equipment, including inventory management.
- Maintain course catalog and produce promotional materials.
- Maintain training statistics.
- Work as a team member and foster a cooperative team environment.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Occasional travel is 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.