

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: TRAINING SPECIALIST

Reports To: RLDS

UW Job Code: 3862

UW Job Family: 32 – Administrative Support

SOC Code: 13-1151

FLSA: Exempt

Grade: 20

Date: 5-9-13

JOB PURPOSE:

Develop, coordinate, and run training programs for departmental employees. Maintain training records and test trainees to measure progress and evaluate effectiveness of training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assess training needs through surveys, interviews with employees, or consultation with managers. Confer with management to gain knowledge of work situations requiring training for employees to better understand changes in policies, procedures, regulations, and technologies.
- Identify training resources; evaluate suitability of training materials. May select and coordinate training programs with outside vendors or professionals.
- Develop teaching outline and determines instructional methods, create course materials; define course objectives and content, methods of presentation, and systems for program evaluation utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Present information using a variety of instructional techniques or formats, such as role-playing, simulations, team exercises, group discussions, videos, or lectures. Perform program assessment following training program completion, which could result in making modifications to, or ending previous training presentations.
- Head training sessions covering specified areas such as those concerned with new employees, on-the-job training, use of computers and software, apprenticeship programs, sales techniques, safety and health practices, public relations, refresher training, and professional development.
- Select or develop teaching aids, such as training handbooks, handouts, demonstration models, multimedia visual aids, computer tutorials, and reference works. Test trainees to measure progress, and evaluate the effectiveness of training.
- Design and publish program brochures.

- Monitor and verify participant registration; maintain records and files.

SUPPLEMENTAL FUNCTIONS:

- May fill in at times for various positions within the department.
- Research and review current and new trends within the field and determine applicability of such programs to the assigned area and whether they are within University standards.

COMPETENCIES:

- Individual Leadership
- Developing Organizational Talent
- Strategic Planning
- Initiative
- Innovation
- Formal Presentation Skills

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

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

- **3 additional years of departmental experience is preferred**

Required licensure, certification, registration or other requirements:

- **Certified Trainer**
- **CPR certification**
- **First Aid certification**
- **Based on departmental needs, other certifications may be required**

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.
- Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and research methods.
- 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.
- 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.
- Communicate information and ideas in speaking so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Speak clearly, so others can understand.
- Teach or facilitate training for assigned areas.
- Move objects weighing up to 25 pounds.
- Create/Operate database training program information.
- Operate audio-visual and/or instructional media equipment.
- Create, compose and edit written materials.
- 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.
- Research new training topics and methods.
- Work as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Office/shop/kitchen/warehouse environments; mobility required to perform functions of area. No major sources of discomfort, standard office and 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.