

## Senior Trainer



### **Required Qualifications (as evidenced by an attached resume):**

Bachelor's Degree (foreign equivalent or higher). Five (5) years of full-time experience in an adult learning and/or instructional design role, which must include experience assessing training needs, designing, developing, delivering, and evaluating training programs. Experience delivering supervisory training. Knowledge of adult learning and instructional design principles. Strong facilitation and interpersonal skills. Strong computer skills (Microsoft Excel, PowerPoint, & Word).

### **Preferred Qualifications (as evidenced by an attached resume):**

Master's Degree (foreign equivalent or higher). Experience designing and delivering compliance-based training programs. Experience developing on-line training. Experience with computer programs such as Adobe Captivate, Blackboard, Camtasia, or other related programs. Experience utilizing a Learning Management System. Possession of a PHR/SPHR, SHRM-CP/SHRM-SCP, or CPLP.

### **Brief Description of Duties:**

The HRS Senior Trainer is responsible for designing, implementing, and conducting training programs. The incumbent will undertake assessment of organizational training needs by consulting with administrative and academic units and undertaking analysis of departmental data. The selected candidate will:

### **Duties:**

- Develop, implement, and conduct training programs for the West Campus and Health Sciences Center.
- Coordinate other areas providing Subject-Matter Expert (SME) training (e.g., Environmental Health & Safety).
- Undertake quality assurance review.
- Ensure that new employee orientation is provided to all new hires.
- Determine training strategy and resource requirements for all training projects in technical, operational, and behavioral content areas, including the administration of new employee orientation programs and informational workshops and courses.

- Design/assist in design of online courses.
- Confer with management, Vice President Coordinators (VPCs) and others to gain knowledge of work situations requiring training for employees to better understand changes in policies, procedures, regulations, and technology and to understand areas requiring skills training.
- Conduct and facilitate the orientations for both State and RF employees.
- Host other speakers and represent Human Resource Services as a primary speaker.
- Participate in other workshop events as a trainer, as needed. This will include handling high-level Management Confidential (M/C) one-on-one orientation scheduling prior to public announcement.
- Identify, establish, and maintain working relationships with internal resources and external providers of training or educational opportunities for employees, including various central office resources. and/or independent training vendors.
- Ensure on-line orientation materials are up to date.
- Design and develop other programs as needed.
- Maintain HRS Training webpage, ensuring course offerings are up-to-date and registration is open for all courses.
- Meet with Business Partners and supervisors to ensure an ongoing review of training needs and implementation of appropriate workshops.
- Work with various departments to ensure that compliance requirements are met for annual and customized training.

### **Program Evaluation and Measurement:**

- Assist in the design and implementation of metrics to support achievement of departmental goals and objectives.
- Capture evaluation information for all completed programs.
- Identify mandatory program requirements and ensure compliance.
- Assist with the creation and implementation of surveys as needed.
- Submit departmental reports within defined guidelines.
- Handle all confidential federal and state mandated training matters to include scheduling sessions and updating of confidential databases, as it relates to affected departments.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

**Apply Online:** [Senior Trainer](#)

**Job Number:** 2200010