

## JOB INFORMATION

Effective Date	4/13/2022
Job Code:	5530
Job Title:	Coordinator, Training and Development
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Training Coordinator is responsible for the administration of mandatory, role-specific, elective training, and will provide direct support to the Training and Development Manager. Responsible for training and development programs and objectives, including but not limited to: training calendar, webpage updates, training reports, and basic technology support. The Training Coordinator works with multiple departments and will have access to sensitive information, so the utmost professionalism and discretion is required. This position requires a high degree of self-direction matched with collaboration.

## COMPETENCIES

### Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in human resources, business, or a related field.	Required	

### Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Two years of directly related job experience.	Required	
Some	Experience in Higher Education environment. Experience in a Human Resources setting.	Preferred	
Some	Experience with preparing and presenting training materials and content in alignment with session objectives.	Preferred	
Some	Experience with presenting through various channels – print, email, video, instructor-led sessions, etc. Experience with the use of technology to enhance training content (ex: Microsoft Office, Camtasia, Final Cut Pro, Adobe Creative Suite, Canva, etc.)	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Training or Human Resources Certification	Upon Hire	Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Adult Learning Theory.	Basic
• Ability to connect University policies with training content created for both broad or targeted audiences.	Basic
• Strong computer and technology skills and familiarity with various types of training media.	Proficient
• Excellent oral and written communication skills; excellent presentation and public speaking ability.	Skilled
• Excellent interpersonal skills to promote collaborative performance in a teamwork environment.	Skilled
• Must be an enthusiastic self-starter with energy, drive, and strong service-oriented approach.	Skilled

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Plan and facilitate all components of the New Employee Orientation program.	15%
• Responsible for tracking of mandatory New Hire/Rehire training; works with employees and management to ensure completion.	15%
• Develops and designs online training courses, training materials and other training related aids as assigned.	15%
• Assists with the preparation of session logistics, including but not limited to, scheduling, training calendar management, room reservations, meals, and training materials.	15%
• Responsible for the enrollment and tracking of Child Protection Training; ensures that required forms are submitted to the State.	5%
• Coordinates the development, production, delivery and tracking of annual UH System online mandatory and role-specific training; works with employees and management to ensure completion.	10%
• Maintains records regarding course attendance and related training information; provides reports for ongoing training information requests.	5%
• Maintains the content and layout of assigned web pages, including calendars, forms and graphics.	5%
• Provides basic technology support to department personnel as needed or directed.	5%
• Serves as a Training Access Portal (TAP) administrator.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description