

The University of Texas at San Antonio

Job Description

Job Title: Financial Affairs Training Coordinator
Code: 15054
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Financial Affairs / Business Affairs
Reports To: Communications Manager

Summary

Function: To provide technical and analytical skills for the development and coordination of Financial Affairs training.

Scope: Responsible for designing, developing and evaluating training methods, program materials and techniques that enhance the individual learning and meets the needs of departments within Financial Affairs.

Duties

- Typical:
 1. Develop classroom training and participate in the planning, organization, and development of curricula, materials, and programs to meet departmental needs and enhance trainee participation and learning.
 2. Develop supplemental materials for training use such as FAQ's, graphs, checklist and any other tools that may facilitate learning.
 3. Collaborates with departmental SME's and management team to determine specific training format to pursue, based on immediacy of need and extent of training needed.
 4. Provides an ongoing review of existing Financial Affairs training offerings to identify updates that are required to reflect most current processes.
 5. Designs and performs needs assessments that monitor the effectiveness of training programs through appropriate measurement instruments. Continually review for opportunities for improvement.
 6. Works with HR Training and Development and SME's on development of web based training and short tutorials. Coordinate the input from SMEs, including edits and updates providing a combined source of information for Training & Development designers.
 7. Ensure documentation, website material, and training material has up to date information that has been approved by subject matter experts and is available to customers.
 8. Edit training materials for accuracy, grammar and consistency within and between programs. Manage document versions, ensure documents are accessible, and statuses of documents are understood.

<p>9. Keep Communications Manager abreast of concerns and issues that impact duties.</p> <p>10. Coordinates and arranges training for all Financial Affairs' classes to include classroom setup, printing of all training materials, equipment, etc.</p> <p>11. Communicate all information from SMEs for LMS and Newsletter to Training and Development in a timely fashion.</p> <p>• <u>Periodic:</u></p> <p>12. Attend meetings as required.</p> <p>13. Prepare monthly status report of training progress, issues, and concerns.</p> <p>14. Assist with Bulletin Board Updates.</p> <p>15. Other duties as assigned.</p>
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Education

Required	Preferred
Bachelor's Degree in Business, Instructional Technology or related field from an accredited institution.	Master's Degree in related field.

Other Requirements

Required	Preferred
Strong analytical skills.	CPLP Certification
Excellent verbal and written communication skills.	Familiar with PeopleSoft terminology.
Demonstrate effective interpersonal skills.	
Strong planning, time management and organizational skills.	
Excellent customer service skills.	
Effective judgment, tact, diplomacy, and discretion required in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of professional experience assessing training needs, and developing training solutions.	Similar experience in a university or financial environment.
One year of conducting needs assessments including ongoing assessments of need while training is being conducted.	Experience with Microsoft Excel and Adobe Photoshop.
At least one year providing professional or technical writing/editing/proofreading to include experience with documentation methods and tools.	

Extensive knowledge of Word and PowerPoint.	
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Equipment

Required	Possible
Personal computer, audio-visual equipment, and standard office equipment.	

Working Conditions

Usual	Special
Normal office environment.	May drive to multiple campuses in personal car, pack and carry heavy equipment and materials.

Supervision

Received	Given
General supervision of the details of the work performed.	May supervise support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
