

The University of Texas at San Antonio

Job Description

Job Title: Training Specialist II
Code: 18110
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide technical and/or supervisory skills involved in developing a variety of training and educational programs.
- Scope: Responsible for the planning, organizing, and administering of training activities and programs for an assigned organizational need or function.

Duties

- Typical:
 1. Enhances and delivers existing programs in the areas of staff development, policy, procedure, regulation and compliance programs.
 2. Researches, designs, develops, and facilitates new training programs.
 3. Maintains training records and reports statistical information.
 4. Consults and conducts needs analysis within departments; selects and prepares learning materials; evaluates effectiveness of program and makes necessary revisions.
 5. Develops training models and course paths for individuals and groups.
 6. Performs other duties as assigned.
- Periodic:
 1. Special projects as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Education or a related field from an accredited institution.

Other Requirements

Required	Preferred
Effective teaching and public speaking skills.	N/A
Knowledge of professional training philosophy and methodology. Demonstrated application of learning theory and educational technology.	
Excellent planning and organizational skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in training development, delivery and/or assessment.	Similar experience in higher education or specific area of employing department.

Equipment

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

Working Conditions

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

Supervision

Received	Given
General supervision with latitude for independent planning.	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.