

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Training & Development Specialist I  
Code: 8112  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Training and Development/Human Resources  
Reports To: Associate Director of Training and Development

---

## *Summary*

- Function: To provide technical skills in the execution of established training programs to meet organizational development goals.
- Scope: Responsible for planning, coordinating and executing assigned training programs that enhance individual learning and meet the needs of various departmental productivity improvement endeavors.

## *Duties*

- Typical:
  1. Plan, coordinate, and execute assigned faculty and staff training and development programs which meet departmental needs and increase trainee participation and learning.
  2. Maintain appropriate records of training activities and programs.
  3. Assist in monitoring effectiveness of assigned training programs through appropriate measurement instruments. Recommend appropriate modifications as necessary.
  4. Coordinate and prepare instructional materials for various training and development programs.
  5. Plan, coordinate and execute various learning and planning events.
  6. Perform other duties as assigned.
- Periodic:
  1. Keep abreast of new developments in the training field and recommend effective training ideas for implementation.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Business, Instructional Technology, Psychology, or related field from an accredited institution.	N/A

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Excellent verbal and written communication skills.	N/A
Strong organizational and time management skills.	
Demonstrated effective interpersonal skills.	
Excellent customer service skills.	
Effective judgment, tact, diplomacy, and discretion required in all matters.	
Valid Texas driver's license.	
Criminal Background Check (CBC)	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Two years of professional experience designing and executing training programs.	Similar experience in a university environment.

### *Equipment*

<b>Required</b>	<b>Possible</b>
Personal computer, various types of audio-visual equipment, and standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office and classroom conditions.	Must drive to multiple campuses using departmental or personal vehicle. Packing and lifting heavy equipment and materials.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor.	General supervision of assigned clerical staff.

***Accuracy***

Proficiency and accuracy in all phases of the duties performed.

***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.