

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Organizational Development Specialist

Job Code: 18113

Grade: 61

FLSA Status: Exempt

Department/Division: Office of People Excellence

Reports To: Talent Management

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## *Summary*

### **Function:**

To provide planning and execution of organizational development programs and initiatives and established training programs to meet organizational development goals.

### **Scope:**

Responsible for planning, coordinating and executing assigned training and development programs that enhance individual learning and meet the needs of various departmental productivity improvement endeavors.

## *Duties*

### Typical:

1. Create engaging learning activities and compelling course content for faculty, staff, and student-employee training programs.
2. Work with subject matter experts to conduct needs assessments/instructional analysis to ensure conformity with customer objectives and develop training plans as needed.
3. Evaluate individual and organizational training and development needs.
4. Implement various learning methods for Faculty, Staff, and Student Employees (e.g. classroom and online training).
5. Design and deliver e-learning courses, workshops and other trainings.
6. Facilitate professional development training, exercises and activities that enhance the learning, development and team building process.
7. Identify and make recommendations for updates/upgrades to current training content, delivery methods and technology to keep programs current and up to date.
8. Develop methods of measuring training impact to performance management as it aligns with organizational goals.
9. Review Subject Matter Expert's (SME) instructional materials for various training and development programs to ensure each program adheres to training standards and best methods.
10. Recommend and implement practical courses and strategies to improve performance, based on Training and Development strategies, research and

validation.

11. Practice effective and deliberate change management processes to ensure new knowledge, skills and abilities requirements are effectively communicated and supported, when planning organizational change.
12. Evaluate classes from vendors and build a learning taxonomy based on gaps in skills, knowledge and competencies.
13. Assist with the implementation of talent management programs, including high potential development programs, succession planning and management processes, performance management processes, and talent development solutions.
14. Perform other duties as assigned.

Periodic:

1. Assist with and promote change management initiatives that impact the university.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Business, Instructional Design, Educational Technology, Psychology, Education, I/O Psychology, HR Development, Organizational Development or related field from an accredited institution.	Master's degree in Business, Instructional Design, Educational Technology, Psychology, Education, I/O Psychology, HR Development, Organizational Development or related field from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent verbal and written communication skills.	Proven working experience in instructional design and with instructional technology.
Strong organizational and interpersonal skills.	CLCP Certification.
Excellent customer service skills.	Solid knowledge of course development software and at least one Learning Management System.
Effective judgment, tact, diplomacy, and discretion required in all matters.	Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard.
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years' experience in talent development or organization development designing, facilitating, and/or managing learning programs at the leadership and program level.	Similar experience in a university environment.
	Three years of professional development facilitation experience.

***Equipment***

<b>Required</b>	<b>Possible</b>
Microsoft Office Suite, to include Teams, and various types of audio-visual equipment, and standard office equipment. Zoom and other webinar platforms.	Live streaming equipment when necessary.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office and classroom conditions. Online course facilitation will also be required.	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.	N/A

***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.