

The University of Texas at San Antonio

Job Description

Job Title: Manager, Training and Development
Code: 18114
Salary Grade: 64
FLSA Status: Exempt
Department/Division: Human Resources Training and Development
Reports To: Executive Director, ER & Training

Summary

- Function: Manages UTSA's training and development department and programs. Provides leadership and training and development expertise to the development and support of courses, both existing and customized. Oversees alignment of staff resources to University training needs.
- Scope: Responsible for overseeing and performing course design throughout the training and development department and for the training and development specialist(s).

Duties

- Typical:
 1. Collaborates and consults with university management and staff on professional leaning issues and needs. Develops and implements UTSA staff training strategies based on the needs of the organization.
 2. Supervises reporting staff in key areas of program development, course delivery, and associated administrative responsibilities. Provides ongoing support, guidance and feedback to staff.
 3. Manages day to day operations for T&D. Determines staff workload, course assignment and priorities.
 4. Oversees the department's ongoing responsibilities regarding UTSA staff skill development via acknowledged needs analysis techniques. Plans and implements training initiatives to meet identified needs. Monitors, analyzes and reports program results to the University management team.
 5. Oversees Subject Matter Experts in the delivery of training programs. Ensures proper communication and coordination with SME's and their managers to ensure efficient overall utilization of SME resources.
 6. Provides research, recommendations and counsel on special projects, new training programs, and related items.

<p>7. Develops relationships with outside entities to advance the mission of the department. Keeps abreast of advances in the learning and development field and makes recommendations for the advancement of department.</p> <p>8. Plans, coordinates and executes faculty and staff training and development programs, which meet departmental needs and enhance trainee participation and learning.</p> <p>9. Performs other duties as assigned.</p>
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Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
N/A	N/A

Experience

Required	Preferred
Ten years increasingly responsible professional experience in training and development. Experience should include classroom, training instructional design and experience conducting needs assessments.	N/A

Equipment

Required	Preferred
Standard office equipment.	N/A

Working Conditions

Usual	Special
General office working conditions.	Conducting training on all campuses and in office formats including packing and transporting materials and equipment.

Supervision

Received	Given
General supervision from assigned supervisor.	Direct supervision of assigned staff and student workers.

Accuracy

Accurate in all aspects of job

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.
