



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Training Specialist

Job Code: 185

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in the delivery of training programs.

Typical Tasks

Creates training material.

Assists professional trainers during training sessions.

Assists professional trainers in assessing training needs.

Conducts routine training sessions.

Evaluates training records to confirm or suggest additional training.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at  
[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)  
or call (407) 823-2771

UCF Human Resources website:  
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Training Specialist

Job Code: 190

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting professional trainers.

Typical Tasks

Schedules training sessions.

Assists in creating training material.

May assists professional trainers during training sessions.

May assists professional trainers in assessing training needs.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

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