



Job Title	Manager, Training	Job Code	OT0317
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Other	Union Code	0
		Subfamily	Training

Job Family & Subfamily Summary
<p>Other Professionals include miscellaneous areas.</p> <p>Training Professionals teach a skill or type of behavior.</p>
Job Summary
Responsible for the operations of a training team for a college or large unit.
Representative Duties
<p>1.</p> <ul style="list-style-type: none"> • Oversees the design, development, implementation, and delivery of training programs • Conducts needs assessments and identifies skills or knowledge gaps that need to be addressed • Determines appropriate training methods based on the subject matter (simulations, mentoring, on the job training, professional development classes, etc.). • Based on needs assessments, designs and develops training programs or selects appropriate out-sourced programs • Prepares training manuals and materials, creates publications, and schedules training classes • Monitors and evaluates training outcomes

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.