



Job Title	Training Assistant	Job Code	OT0312
Pay Plan	USPS	Pay Grade	16
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Other	Union Code	022
		Subfamily	Training

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.
Training Professionals teach a particular skill or type of behavior.

Job Summary

Responsible for clerical and administrative duties related to the delivery of training and organizational development programs.

Representative Duties

- Schedules training events, coordinates with instructors, obtains and distributes required instructional materials, and communicates schedules and details
- Performs data entry and produces reports on training statistics, inventory levels or assessments of the programs and instructors
- Coordinates additional services including technical equipment, meals and refreshments, housekeeping, maintenance or repair

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
0+ 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.