

TRAINING COORDINATOR I *

Function of Job:

Under general supervision of designated supervisor, to be responsible for the planning, implementation and documentation of training programs for University System employees.

Characteristic Duties and Responsibilities:

1. Identify specific areas where training is needed.
2. Plan and implement up-to-date training programs for USNH employees including subject matter, facilities, length of courses and notification to appropriate audiences.
3. Identify and utilize employees as instructors in areas of expertise and/or conduct training programs as needed.
4. Maintain participant attendance records.
5. Prepare semi-annual reports for each campus.
6. May be involved with professional training organizations at the local and state level.
7. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and two years experience in industrial or educational training programs.
2. Ability to communicate effectively both orally and in writing.
3. Ability to plan and organize.
4. Familiarity with adult learning theory.
5. Familiarity with variety of audio visual aids.
6. Willingness to travel to other campuses.

Additional Desirable Qualifications:

1. Experience in training and development in higher education.

9/3/86

System Approval

9/3/86

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 3/7/75 as "In-Service Training Coordinator I."