

## TRAINING COORDINATOR II \*

### **Function of Job:**

Under administrative review of designated supervisor, assess and respond to training and educational development needs within the college/university, including preparation of training programs, identifying instructors, delivering education/training programs to specific audiences within the college/university, and maintaining training liaison with concerned groups and/or organizations.

### **Characteristic Duties and Responsibilities:**

1. Interface with appropriate client groups to assess training and educational development needs and set directions.
2. Develop, administer and analyze needs through surveys and interviews at all organizational levels.
3. Design and develop training programs including selection of subject matter, facilities, length of courses, sessions, seminars or workshops, provision of clerical support and notification/dissemination of information to appropriate audiences.
4. Identify individuals to be used as trainers and/or facilitators and assist them in preparation of training programs, exercising direct control over content.
5. Conduct training programs, as required.
6. Evaluate effectiveness of training programs and/or trainers/facilitators and prepare reports, as required.
7. Develop and maintain on-going relationship(s) as training liaison with clients within the college/university, including monitoring additional needs and providing consultant services, as required.
8. Develop and enhance individual training skills required to remain current with new trends and developments in the field through attendance at conferences, courses, seminars and/or workshops and through professional training organizations.
9. Manage training budget and/or supervise office staff, as assigned.
10. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Master's degree in field appropriate to training assignments and two years of experience in training/development programs in higher education or private industry or Bachelor's degree and four years of similar experience.
2. Knowledge of teaching and instruction of various audiences and group dynamics.
3. Ability to communicate effectively both orally and in writing.
4. Ability to work with supervisory staffs at all levels.
5. Willingness to travel and/or teach at various hours if required by position.

8/30/99

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System Approval

8/30/99

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Effective Date

\*Revised – original approved 3/7/75 and revised 7/11/79 as In-Service Coordinator II and 7/3/86 under present title.

**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.**