
Job Title:	Coordinator Training and Development	Grade:	K
Department:	Center for Leadership and Staff Development	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans and organizes training and professional development opportunities for faculty and staff. Assists with leadership initiatives and wellness programs.

Characteristic Duties and Responsibilities:

1. Develops and coordinates training activities for classified staff; develops assessment tools to report on learning outcomes and effectiveness of training.
2. Researches and evaluates training materials, videos, print media and speakers for events and classes.
3. Assists with marketing and production of CPCC's leadership training opportunities; takes part in facilitating training such as leading group discussions or team exercises; develops training needs assessment tools.
4. Coordinates activities of the CPCC's Worksite Wellness Committee; creates reports and make presentations to management and/or employee groups.
5. Identifies and recruits instructors or facilitators for wellness programs and activities; monitors quality of programs and activities; develops process and methodology for assessment of effectiveness and return on investment.
6. Identifies opportunities for transitioning traditional training format to on-line delivery of training; work with the appropriate personnel to convert and enhance existing training materials to electronic, on-demand modules.
7. Assists with content management of the Leadership and Wellness sections of the Employee Development webpage.
8. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director, Center for Leadership and Staff Development

Direction Given: Provides functional guidance to facilitators in the Worksite Wellness program as well as trainers/facilitators in staff development programs and activities

Minimum Requirements:

Bachelors' degree in education or instructional development or education-related field, and 3 to 5 years of work experience in education or training; a master's degree in education or instructional development or education-related field may be substituted for experience

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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of adult learning styles, adult education theories and distance learning theories and practices

Knowledge of database management and spreadsheet application

Methods and techniques of program development and evaluation

Principles and practices of financial record keeping

Excellent oral and written communication skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 15 lbs.; frequently traveling between buildings on campus or to other campuses; infrequently twisting or bending at the waist or reaching overhead; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone