



Job Description

Job Title:	Coordinator Faculty Training & Development	Grade:	L
Department:	Professional 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:

Coordinates training and professional development opportunities for faculty and staff.

Characteristic Duties and Responsibilities:

1. Develops, delivers, and assesses training for all new full and part-time faculty; develops assessment reports reflective of the learning outcomes and effectiveness of training.
2. Consults with faculty and staff to identify instructional development needs; provides guidance regarding content, instructional design, and technology to support learning.
3. Assists with marketing of professional development training opportunities.
4. Identifies opportunities for transitioning traditional training format to on-line delivery when appropriate.
5. Assists with content management of the Professional Development website.
6. Sponsors and supervises webinars, and live events related to improving classroom productivity and student learning.
7. Researches and evaluates training materials, videos, print median and speakers for events and classes.
8. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Associate Dean for Professional Development

Direction Given: Provides functional guidance to less experience and/or support staff



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Minimum Requirements:

Master's degree in education or related field; 2 years of higher education experience and 2 years of experience in training and development

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of adult learning theory – including learning styles, distance learning theories and practices, and best practices in teaching and learning

Knowledge of instructional technology and pedagogy

Ability to interact and provide information to individuals and groups

Ability to work collaboratively

Excellent oral and written communication skills

Ability to design and evaluate training development programs

Working Conditions:

Typical office environment