TRAINING COORDINATOR

I. DEFINITION

TRAINING COORDINATOR

Positions perform professional training coordination functions for UW System and are located in the Human Resource Office. Positions are responsible for planning, developing, and implementing training programs for employees and for UW-specific programs. Training job duties include: conducting needs assessments to identify training options; preparing reports on training plan results; evaluating existing training programs; developing program guidelines; contracting with program consultants and vendors; designing and implementing course plans, training outlines, and course materials; designing evaluation instruments; reviewing data to determine effectiveness of programs; and preparing annual reports on the type and cost of training. Other job duties include developing, promoting, presenting, and evaluating advanced supervisor’s training; interpreting language in the area of training and education including tuition reimbursement; conferring with management staff on individual employee performance problems to identify training needs; acting as the training/career development resource; or managing the Employee Assistance Program.

II. QUALIFICATIONS

The qualification required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Training Officer