General Description
Coordinates the training and development, the curriculum design, and delivery of employee training programs for the University.

Examples of Duties
- Consults with clients to assess training needs.
- Selects and develops training materials.
- Manages outside vendors who participate in training programs.
- Manages and evaluates the effectiveness of the training programs.
- Develops collaborative training schedules.
- Reviews and recommends training tools and materials for unit programs.
- Assists in the supervision of training and promotional strategies.
- Conducts organizational assessments to determine the need for organizational development interventions.
- Facilitates meetings and provides reports as needed.
- Assists in monitoring budgets and expenditures for the unit.
- Designs scorecards for Human Resources (HR)/Opportunity Development and Diversity Education Planning (ODDEP) to determine the effectiveness of the training program.
- Serves on multiple committees as the unit representative.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of planning, developing, delivering, evaluating, and supervising training programs.
- Knowledge of word processing, spreadsheets and database programs.
- Ability to serve as lead worker.
- Ability to manage confidential information.
- Ability to develop and maintain working professional relationships.
- Ability to communicate effectively verbally and in writing.
- Ability to work with diverse populations.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of experience in organizational development or training; or a combination of education and related experience. Master’s degree preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.