Job Title: Organizational Development Consultant

BCAT Code: 09JX55  Effective Date: May 1, 2012
Pay Grade: G16   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Serves as a consultant and works on Human Resources (HR) related consulting projects to assist units in improving processes; prepares benchmarking reports, curriculum design, and the delivery of employee training programs.

Examples of Duties
● Develops, designs, and conducts employee training and development programs or curricula.
● Consults with clients to assess training and development needs.
● Selects and develops training materials.
● Manages outside vendors who participate in training programs.
● Prepares benchmarking reports as required.
● Assists with the ethics training implementation; monitors the ethics training process for compliance.
● Works on the process design piece of the Taleo system for Performance Management, Onboarding, and Succession Planning.
● Assists the departments in developing strategies to accomplish their organizational goals.
● Facilitates meetings and focus groups related to consulting projects.
● Coaches managers in organizational development or training.
● Serves on University or campus committees.
● Performs other related duties as assigned.

Knowledge, Skills and Abilities
● Knowledge of computer operations, such as word processing, spreadsheets and database programs.
● Knowledge of planning, developing, delivering, evaluating, and supervising training 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 two years of experience in managing training programs, HR consulting and organizational development or training; or a combination of training 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.