Job Title: Training Coordinator

BCAT Code: 09TX19  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides instruction, training, design and coordination for state or grant funded educational and developmental activities for an office, department, college, division, etc.

Examples of Duties
- Provides training and technical support.
- Collects data on training participants and activities.
- Evaluates and creates reports and correspondence on collected or generated data or training activities.
- Assesses the training needs and follows up on the progress of training participants.
- Develops materials, monographs, techniques, and brochures for training sessions.
- Serves as liaison or point of contact for the training activity or program and other internal and external entities.
- Assists in administering policies and procedures for the office.
- Performs other training related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of training techniques, policies, and procedures.
- Knowledge of computer or training related software and hardware, such as spreadsheets, databases, presentations, and word processing.
- Effective time management and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task and pay attention to detail.
- Ability to exhibit excellent customer service.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

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.