

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Training and Development**

Job Code: **3375**

Pay Grade: **040** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in HR, Business or related field.	Master's degree in HR, Business or related field.
Experience	Four years in organizational development and/or training.	Higher Education experience.
License/Certification		Training Certification

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Training and Development Coordinator implements and further develops UHCL's staff training and development program in keeping with university mission and goals. Provides general HR training to university personnel. Assists with and participates in New Employee Orientation Program (NEOP). Coordinates all federal, state and system required training.

Duties and responsibilities	% Time
Designs, develops and implements training and development programs consistent with the goals and mission of UHCL, including, but not limited to new employee orientation, performance assessment training, team building and other requested/administrative trainings. Maintains and publishes master training and development schedule.	50
Facilitate projects designed to assess the effectiveness of teams/organizations, work processes, work distribution and employee relations. Included is the support for change management initiatives and departmental strategic planning within the campus community.	20
Manages and facilitates all UHS/state/federal required training programs, including but not limited to EEO and Sexual Harassment training.	20
Analyzes program evaluations to determine needs for improvement or enhancement. Serves as liaison to TESA/ESA Boards. Serves on various committees and all other duties as assigned.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*