

# University of Houston – Clear Lake

## Position Description

Job Title: **Associate Director, Organizational Development**

Job Code: **3381**

Pay Grade: **050** FSLA: **EX**

Location: **UHL**

Retirement Program:

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in HR, Business or related field	
Experience	Five or more years in organizational development, public speaking and/or training experience	Higher education experience
License/Certification		Training Certification

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

### POSITION SUMMARY

**Implements and further develops UHCL's staff training and development program inkeeping with university mission and goals. Provides general HR training to university personnel. Conducts New Employee Orientation Program (NEOP) and all state required training. Reviews and provides analyses of all search committee activities.**

Duties and responsibilities	% Time
Designs, develops and presents training and development programs consistent with the goals and mission of UHCL, including, but not limited to new employee orientation, performance assessment training, and state required training programs.	50
Facilitate projects designed to assess the effectiveness of teams/organizations, work processes, work distribution and staffing issues.	20
Provides support for change management initiatives and departmental strategic planning within the campus community.	10
Analyzes program evaluations to determine needs for improvement or enhancement; meets with Executive Boards of PASA and SSA to obtain feedback and plan new phases of program. Serves as liasion to TESA/ESA boards.	10
Create, maintain and publish master training and development schedule. 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.*