

UNIVERSITY OF SOUTHERN CALIFORNIA

Learning and Development Specialist

Job Code: 117505

OT Eligible: No

Comp Approval: 9/7/2017

JOB SUMMARY:

This position is responsible for creating training plans and curriculum, designing and developing training content and materials, and determining the most effective instructional methods and tools based on needs assessment to align with the school, department, or division's functional services objectives. The Learning and Development Specialist delivers or coordinates the delivery of training covering a wide range of topics for large or small groups or one-on-one, either in person, virtually, through eLearning or self-study. The position also collaborates with business partners to design, develop, implement and evaluate training curriculum and programs, as well as to measure their results. The Learning and Development Specialist coordinates, tracks and documents training functions, scheduling and facility set-up, legal compliance of training programs, and interaction with outside vendors to meet training needs, all while maintaining knowledge of trends and regulatory changes in the field.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

| | | |
|-------|-------|--|
| _____ | _____ | Creates training plans and curriculum that align with the school, department or division's functional services objectives. |
| _____ | _____ | Designs, develops, evaluates and updates training content, materials, manuals, tests and related training aids to ensure optimum effectiveness. |
| _____ | _____ | Determines most effective instructional methods and tools based on needs assessment and/or specified training needs including individual training, group instruction, demonstrations, meetings, eLearning, workshops, refreshers, in person, virtual, and/or self-study. |
| _____ | _____ | Delivers and/or coordinates training covering a range of topics in areas such as functional, operational, management and leadership, and professional |
| _____ | _____ | Collaborates with business partners throughout the organization to develop curriculum design, implementation and evaluation. |
| _____ | _____ | Evaluates training and development programs and measures results. Modifies training programs when necessary to adapt to business or work environment changes. |
| _____ | _____ | Manages administrative functions necessary to deliver, document, and track training programs, which includes scheduling, employee notification, and arranging for facility set-up. |
| _____ | _____ | Prepares and reports on training delivery and curriculum effectiveness. Ensures legal compliance of programs, as necessary. |
| _____ | _____ | Identifies vendor solutions to help meet business learning requirements and needs. Manages vendor relationships, as assigned. |
| _____ | _____ | Promotes training products and services. Raises awareness of university training resources. |

_____ Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No

☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Experience in developing and conducting training classes. Development of instructional materials.

Skills: Other:

Analysis

Assessment/evaluation

Communication -- written and oral skills

Conceptualization and design

Curriculum development

Organization

Planning

Problem identification and resolution

Project management

Public speaking/presentations

Research

Scheduling

Staff development

Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)

Computer network (university)

Computer peripheral equipment

Personal computer

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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