

UNIVERSITY OF SOUTHERN CALIFORNIA
Senior Learning and Development Specialist
Job Code: 117506

OT Eligible: **No**

Comp Approval: **9/7/2017**

JOB SUMMARY:

This position is responsible for participating in the analysis and needs assessment of training development for an assigned area, helping to create training timelines and develop curriculum. The Senior Learning and Development Specialist mentors less experienced team members, creates training plans and curriculum, and designs and develops training content, materials and assessments. This position determines the most effective instructional methods and tools for individual or group training, including eLearning, virtual, in-person, workshops or self-study. The Senior Learning and Development Specialist also 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**

_____	_____	Participates in the analysis and assessment of training development needs for the assigned area. Helps to create training timelines, determine resource needs, and develop curriculum. Monitors the effectiveness of training classes and makes recommendations for changes in policy and procedures, as necessary.
_____	_____	Serves as a mentor for less experienced team members. Provides leadership guidance and direction, as needed. Reviews the work of others, as needed or requested. Provides technical and training assistance to less experienced team members, as assigned.
_____	_____	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. Thorough knowledge of curriculum development, instructional materials, and needs assessment. Experience in mentoring teachers and/or training interns.

Skills: Other:

Active listening

Analysis

Assessment/evaluation

Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Creative writing and editing
Curriculum development
Facilitation
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Marketing
Negotiation
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Audio/Visual equipment
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May lead one or more employees performing similar work.
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.

The University of Southern California is an Equal Opportunity Employer