



**University of Texas at El Paso
Job Description**

Job Code: 19530
Job Title: Talent Development Consultant
Department: Human Resources
Reports To: Associate Director – Human Resources
FLSA Status: Exempt
Prepared By: Human Resources
Creation Date: October 6, 2014

Summary: Provide training and development activities to employees across campus while designing, developing and implementing content for university-wide and customized trainings. Partners with key constituencies to market and promote various training programs, designed to satisfy training needs of University departments, offices, or work groups. Responsible for developing, implementing, and promoting a variety of training and communication programs designed to satisfy the training needs of University departments, offices, or work groups.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Works closely with the Associate Director to plan, develop, and execute UTEP's talent and organizational development strategy, focusing on all elements related to coordination of employee-related training and organizational development. Charged with developing change management initiatives and individual professional development plans, moving the University forward.

Partners with the Associate Director to develop content for all general and customized training programs stemmed from the University's needs analysis. Develops and selects appropriate instructional methods, materials, and techniques to ensure high quality training activities meet university needs, enhancing performance, moral, participation, learning, and effectiveness.

Designs, develops and implements an array of employee trainings to meet the needs of the University.

Ensures effective utilization of modern training methods, materials and techniques, and promotes the Talent Development schedule of course offerings.

Assists in the development and implementation of the Learning Management System (LMC).

Assists in the development and management of the Talent Development website.

Oversees record management of training activities/programs, such as class rosters, participant evaluations, and course feedback.

Assists in monitoring training effectiveness through appropriate use of measurement instruments as well as recommends appropriate course modifications as necessary.

Assists with the marketing strategy for all courses offered across campus.

Demonstrated abilities with Microsoft Office Suite, including proficiency with Word, PowerPoint, Outlook, and Excel. Knowledge of PeopleSoft and other relevant learning management software's as applicable.

Complies with all Federal, State laws and University policies.

Other duties may be assigned.



Supervisory Responsibilities: None

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Education required: Bachelor's Degree

Minimum Experience required: Three to five years of experience in an organizational development, leadership development or training role.
Minimum of two years hands on, professional experience building course content, conducting classroom training, assessing training effectiveness and building/leading courses that are both soft and technical in nature.
Equivalent combination of education and experience will be considered.

Minimum Education preferred: Master's or Ph.D. Degree

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand and walk. The employee must regularly sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must lift and move up to 20 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.