



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

Job Code: 8111
Job Title: Training Specialist
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 10, 2010

Summary: Plans, coordinates, and directs training and staff development programs for organization.

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 or manager. 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:

Conducts needs analysis studies and confers with managers and supervisors to determine training needs.

Compiles data and analyzes past and current year training requirements to prepare training budgets and justify funds requested; generates estimates and proposals for training funding.

Reviews and interprets state and federal regulations.

Formulates training policies, programs, and schedules, based on knowledge of identified training needs.

Selects appropriate instructional procedures or methods such as individual training, group instruction, self study, lectures, demonstrations, simulation exercises, role play, and computer-based training.

Organizes and develops training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials.

Selects or develops testing and evaluation procedures to be used at completion of training to determine effectiveness of training.

Researches and selects outside consultants and trainers to conduct training in specific topics.

Maintains progress and training attendance records and prepares statistical reports to monitor effectiveness of training.

Coordinates established training courses with technical and professional courses offered by community schools.

Maintains department training website.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility



Minimum Experience required: One year of related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

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 is regularly required to stand and walk. The employee is occasionally required to sit. The employee must occasionally lift and move up to 25 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.