AUBURN
Human Resources

Coord, Facilities Training Dev

Job Description

JOB INFORMATION

Job Code	EB43
Job Description Title	Coord, Facilities Training Dev
Pay Grade	HR05
Range Minimum	$38,450
33rd %	$44,860
Range Midpoint	$48,060
67th %	$51,270
Range Maximum	$57,680
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/19/2018

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development

JOB SUMMARY

Reporting to the Facilities Human Resource Director, this position works within Facilities Management to assist in providing services that foster an employee-oriented/high performance culture; and carries out responsibilities in training and workforce development by performing a variety of routine tasks to facilitate training and workforce development programs, maintain workforce data management tools, gather data to generate reports, and draft and disseminate communication material.

RESPONSIBILITIES

- Schedules and facilitates training programs to ensure continuous flow of adequately trained employees to help maintain or improve job skills including mechanical & certification training programs for skilled trades occupations, training & certification programs for professional staff and coordinate apprenticeship courses and activities.
- Works closely with Facilities Human Resource Director and leaders to define departmental goals and develop career pathing for employees. Assisting departments in tracking progress towards goals, following through with program completion, evaluation, reporting, and accountability.
- May facilitate group processes including test proctoring, workshops, orientations
- Assists with proper training vendor selection, creating the Facilities training education and certification vendor listing as well as reviewing, validating, and processing training invoices as needed
- Promotes workforce development services to external stakeholders by attending events, speaking at schools and other venues delivering information to small or large groups in-person or virtually to recruit/educate new workers into a technical career track and promote Facilities Management careers.
- Creates and oversees the Facilities training calendar and partners with Facilities IT to make it viewable on the Facilities website with the ability to register for courses online. Work with Facilities leaders to schedule and plan training for each year to ensure the type of frequency and location of training courses fit the needs of all shops and departments.
- Schedules classrooms and prepares training rooms set-up and maintaining historical course documentation files. Assists with questions and problems concerning course scheduling, meeting space availability, and room set-up and take-down
- Manages facilities Management training database system and tracks relevant training metrics for all Facilities Training programs throughout the year including monthly, quarterly, and annual reports summarizing the number of training attendees, evaluation feedback, training by hours, training by shop, number of trainings held, etc. With assistance from HR leadership provides recommendations for training improvements
- Assists in the development and administration of surveys and interviews to determine training needs. Carries out research, evaluates effectiveness of training programs and/or trainers, and prepares reports as needed.

RESPONSIBILITIES

	Maintains current knowledge of trends and developments in the field by attending conferences, courses, seminars, etc.
•	Collaborates with other University departments to ensure the smooth and effective functioning of all training events within Facilities Management by coordinating the logistics, systems, and vendor relationships for training programs and sessions

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	From an accredited university	and	1 year of	Experience in project planning, database management, and the administering of programs	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong interpersonal skills	
Strong written and verbal communication skills	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.