AUBURN
Human Resources

Spec, Systems Training

Job Description

JOB INFORMATION

Job Code	EB60
Job Description Title	Spec, Systems Training
Pay Grade	UA04
Range Minimum	$48,070
33rd %	$54,480
Range Midpoint	$57,690
67th %	$60,890
Range Maximum	$67,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/5/2020

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

Develops, coordinates, delivers, and assesses training curriculum for a variety of unit specific systems which includes, but is not limited to, enterprise resource planning (ERP) system for a department, school, or an unit to support the philanthropic mission of Auburn University.

RESPONSIBILITIES

- Identifies, develops, coordinates, delivers and administers technical training and staff development programs for all Alumni Affairs and Development employees. Analyzes training needs to develop new training programs and/or modify and improve existing programs.
- Responsible for maximizing training effectiveness through proper vendor selection, collaboration with directors and managers, and evaluation of training impact.
- Administers the Development Training program to include setting goals as well as tracking, selecting, and managing vendors and other training partnerships. Meets with directors to define departmental goals, tracks progress toward goals, and contacts and evaluates vendors to ensure the proper training is available throughout the year.
- Creates Development Training processes and procedures. Develops training project plans and manages established timelines and budgets for the development and delivery of training and development programs as well as other organizational development initiatives.
- Responsible for measuring the impact and effectiveness of training programs through various methods such as employee surveys, employee and supervisor interviews, and job shadowing to evaluate training application on the job.
- Provides training metrics for all Development Training programs throughout the year including monthly, quarterly, and annual reports summarizing the number of training attendees, evaluation feedback, training by hours, number of trainings held, etc. Presents reports to leadership and provides recommendations for training improvements.
- Acts as a strategic partner with Alumni Affairs and Development directors and managers in the development of employees through the Auburn performance review/management process.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

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	In Business Administration, Human Resources, Adult Education, Organizational Behavior/Design, or related field.	and	6 years of	Experience in designing, implementing, and conducting employee and workforce training for a business, organization, or functional area.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of training principles and methods for curriculum and training design, teaching, and instruction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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		
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.