**Learning and Development Advisor Standard Job Description**

**Classification Title:** Learning and Development Advisor

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

Under direction, the Learning and Development Advisor assesses, develops, designs, delivers, implements, evaluates, manages, and maintains learning and performance support content, programs, and services.

**Essential Duties and Tasks:**

**30% Learning and Performance Support Development**

* Assesses learning and performance support needs.
* Develops plans to address needs assessment findings.
* Designs and develops high quality learning and development content.
* Delivers or implements, as well as manages and maintains performance support programs.

**25% Content and Program Evaluation**

* Evaluates content, programs, and services for quality assurance.
* Integrates improvements into existing content and programs.

**15% Strategic Alignment Execution**

* Seeks alignment on plans to address learning needs.

**10% Professional Development**

* Develops own competencies in relevant fields.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Related bachelor’s degree or equivalent combination of education and experience.
* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Demonstrated knowledge and application of learning and adult learning theory and practice.
* Strong ability to work independently and in a team environment.
* Strong ability to quickly synthesize, organize, and analyze large amounts of information in a short period of time and turn it into high quality, professional, learner-centered, and user-friendly content.
* Strong ability to work and build rapport with, speak in front of, and facilitate small groups (learning activities, presentations, SMEs etc.).
* Strong verbal and written communication (technical and business writing and speaking).
* Excellent ability to be flexible, handle, and prioritize multiple projects and deliverables in a project and deadline-oriented environment.
* Advanced proficiency with Microsoft Word, PowerPoint, and Excel.
* High attention to detail, quality, delivering results, handling and maintaining confidential and sensitive information, and care and concern for customers and our team.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 35 hours.
* Telephone: 3 hours.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**