**Learning and Development Specialist Standard Job Description**

**Classification Title:** Learning and Development Specialist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Learning and Development Specialist, under general supervision, delivers learning and development content, programs, and services. Manages and maintains content for assigned program(s) and assist with managing and maintaining content for programs and services.

**Essential Duties and Tasks:**

**35% Program Management**

* Manages and maintains content for assigned program(s).
* Makes recommendations and seeks approval on content and program changes.
* Assists with managing and maintaining programs and services.
* Addresses participant inquiries or issues related to the assigned program.

**35% Content Delivery**

* Delivers high quality learning and development content, programs, and services in line with established practices and standards.
* Assists in working on learning and organization development related project teams.
* Develops professional competencies and keeps abreast of research and practice.

**10% Data Analysis and Improvement**

* Assists with analyzing evaluation data to identify themes, trends, and improvement opportunities.
* Completes endorsed actions to address themes and improvement opportunities, working with team members.

**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.
* One year of related experience.

**Required Licenses and Certifications:**

* None

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

* Knowledge of learning and development, adult learning, learning evaluation, organization development, and change management theory and practice.
* Ability to work independently and in a team environment.
* Ability to quickly synthesize, organize, and analyze information in a short period of time.
* Ability to work and build rapport with, communicate in front of, and facilitate small and large groups (learning activities, presentations, Subject Matter Experts (SMEs), and group process) representing broad populations.
* Good verbal and written communication skills.
* Ability to be flexible, handle and prioritize projects and deliverables in a project and deadline-oriented environment.
* Must have high attention to detail and quality while delivering results, handling and maintaining confidential and sensitive information, as well as care and concern for customers and the team.
* Working knowledge of spreadsheet, presentation and word processing software programs.
* Ability to multi-task 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**