**Learning and Organizational Development Consultant Standard Job Description**

**Classification Title:** Learning and Organization Development Consultant

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

Under direction, the Learning and Organization Development Consultant assesses, designs, develops, delivers, implements, evaluates, manages, and maintains learning and development, performance support, change management, and organization development content, interventions, programs, and services OR designs, develops, delivers, and maintains high quality evaluation data collection, reports, programs, and services, working with fellow team members to address themes and improvement opportunities.

**Essential Duties and Tasks:**

**45%: Core Responsibilities**

* Performs the following in line with established practices and standards:
* Assesses learning and development, performance support, change management, and/or organization development needs.
* Develops, seeks alignment on, and executes strategy and plans to address needs assessment findings and desired outcomes.
* Designs, develops, delivers or implements as well as manages and maintains high quality learning and development, performance support, change management, and organization development content, interventions, programs, and services.
* Evaluates content, interventions, programs, and services, integrating improvements as needed.
* Designs, develops, delivers, and maintains high quality evaluation data collection for learning and organizational development programs and services (e.g., 360, pre and post-tests).
* Analyzes data to identify themes, trends, and improvement opportunities.
* Designs, develops, and maintains high quality reports presenting data, themes, etc.
* Works with the fellow team members to address themes and improvement opportunities as needed.

**25%: Project Teams**

* Leads and works on other project teams as needed.

**10%: Professional Development**

* Develops own competencies and keeps abreast of research and practice in the Learning and Organization Development space.

**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.
* Four years of learning and development, change management, or organizational development related experience.

**Required Licenses and Certifications:**

* None

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

* Demonstrated knowledge and application of learning, 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 large amounts of information in a short period of time and turn it into high quality, professional, learner-centered and user-friendly content.
* Ability to work and build rapport with, speak in front of, and facilitate small and large groups (learning activities, presentations, SMEs, and group process).
* Verbal and written communication (technical and business writing).
* 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, as well as 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**