**Learning Facilitator I Standard Job Description**

**Classification Title:** Learning Facilitator I

**FLSA Exemption Status:**Non-exempt

**Pay Grade:** 9

**Job Description Summary:**

The Learning Facilitator I, under general supervision, delivers pre-created/entry level training and facilitates in-person and/or virtual courses.

**Essential Duties and Responsibilities:**

**40% Training Delivery**

* Delivers pre-created/entry level training and facilitates in-person and/or virtual courses.
* Assists with leading learners through course concepts and components to achieve desired learning objectives.
* Provides guidance and feedback to help learners understand content and strengthen their skills.

**20% Administrative Support**

* Assists with taking attendance and grades and sends to the coordinator to process.
* Ensures materials are printed by the coordinator prior to the start of the class.
* Works with the coordinator on any speaker accommodation/preferences.

**10% Virtual Course Moderation**

* Serves as the moderator for virtual courses.
* Reviews comments and helps troubleshoot login/sound issues.
* Accepts individuals from the waiting room.

**5% Content Recommendations**

* Provides recommendations on content revisions.

**5% Professional Development**

* Learns training/facilitator tactics and gets familiar with assigned courses.

**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.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* No required experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer

**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 policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**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**