**Learning Facilitator III Standard Job Description**

**Classification Title:** Learning Facilitator III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Learning Facilitator III, under general supervision, delivers specialized training and facilitates in-person, virtual, and/or asynchronous courses. Leads learners through course concepts and components to achieve desired learning objectives. Collaborates with instructional designers to create resources (e.g., job guides, quick reference sheets, etc.). Evaluates others and provides feedback to their direct supervisor.

**Essential Duties and Responsibilities:**

**40% Training Delivery and Facilitation**

* Delivers specialized training and facilitates in-person, virtual, and asynchronous courses.
* Leads learners through course concepts and components to achieve desired learning objectives.
* Provides guidance, coaching, and feedback to help learners understand content and strengthen their skills.
* Serves as a co-facilitator and/or moderator for virtual courses, reviewing comments, helping troubleshoot log in/sound issues, and accepting individuals from the waiting room.

**20% Course Administration**

* Takes attendance and grades and sends to the coordinator to process.
* Ensures materials are printed by the coordinator prior to the start of the class and works with the coordinator on any speaker accommodations/preferences.

**10% Content Development and Revisions**

* Provides recommendations on content revisions.
* Collaborates with instructional designers to create resources such as job guides and quick reference sheets.

**5% Collaboration and Coordination**

* Collaborates with subject matter experts and staff to deliver designated courses for an assigned program.
* Coordinates with consultants to support customized service requests with training delivery and facilitation.

**5% Professional Development**

* Researches and remains abreast of emerging training delivery and facilitation methods and techniques.
* Works to obtain certifications in the specialized field of training.

**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:**

* Four years of related 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**