**Learning Facilitator IV Standard Job Description**

**Classification Title:** Learning Facilitator IV

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Learning Facilitator IV, under general direction, delivers specialized training and facilitates in-person, virtual, and/or asynchronous courses. Serves as a subject matter expert on assigned courses. Coordinates with consultants to support highly specialized customized service requests with training delivery and facilitation. Develops, implements, and evaluates the quality of training delivery and facilitation against established training delivery processes and facilitation standards.

**Essential Duties and Responsibilities:**

**40% Training Delivery and Facilitation**

* Delivers specialized training and facilitates in-person, virtual, and/or 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.
* Takes attendance and grades and sends to the coordinator to process.
* Serves as a co-facilitator and/or moderator for virtual courses.

**20% Course Content Development**

* Provides recommendations on content revisions.
* Collaborates with instructional designers to create resources (e.g., job guides, quick reference sheets, etc.).
* Contributes to the content review cycle and process of all learning activities to ensure course content remains current and relevant.
* Collaborates with subject matter experts and staff to deliver designated courses for an assigned program.

**10% Administrative Support**

* Ensures that materials are printed by the coordinator prior to the start of the class.
* Works with the coordinator on any speaker accommodations/preferences.
* Researches and remains abreast of emerging training delivery and facilitation methods and techniques.
* Manages the training schedule for others.

**10% Mentorship and Training**

* Assists in providing oversight to others and the courses they provide.
* Mentors and trains Learning staff and provides feedback to their direct supervisor.
* Coordinates with consultants to support highly specialized customized service requests with training delivery and facilitation.

**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:**

* Six 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**