**Senior Training Specialist P12 Standard Job Description**

**Classification Title:** Senior Training Specialist P12

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Senior Training Specialist, under direction, serves as senior-level trainer, developing, designing and delivering classroom and individual training programs.

**Essential Duties and Responsibilities:**

**35% Training Development and Delivery**

* Develops, reviews, edits, and evaluates training materials for internal staff and external collaborators.
* Delivers classroom and individual training to clients on biocontainment best practices.
* Assists in planning and identifying programs to meet future training needs.
* Develops online training programs and visual training models, including video tutorials.
* Coordinates all new hire training and designs the New Employee Training Course.
* Facilitates all new employee orientations with leadership.
* Administers pre- and post-training assessments to measure effectiveness.
* Maintains and revises training records and systems for tracking trainee proficiency.

**20% Program Coordination and Reporting**

* Coordinates training program schedules and manages position-specific training plans.
* Generates monthly reports and statistics on training efforts.
* Coordinates weekly staff training, including scheduling and planning topics.
* Maintains a master schedule of staff trainings and updates it regularly.
* Collaborates with subject matter experts to develop adequate training for staff.

**20% Communication and Compliance**

* Composes and develops a training newsletter to maintain communication with trainees.
* Maintains ongoing communication with trainees to ensure compliance with training requirements.
* Assists employees in developing personal career development plans.
* Maintains knowledge of current policies and regulations pertinent to training programs.
* Reviews presentation requests and facilitates communication between staff and requestors.

**5% Event Coordination and Support**

* Assists with coordination of larger events such as New Student Conferences.
* Participates in departmental work groups and may lead them as needed.
* Performs advising duties during peak times to stay informed on relevant information.
* Serves on national, university, divisional, and departmental committees.

**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 any equivalent combination of training 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.
* Knowledge of word processing, spreadsheet, and database applications.
* Oral and written communication skills.
* Presentation skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Copier

**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**