**Training Coordinator Standard Job Description**

**Classification Title:** Training Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Training Coordinator, under general supervision, coordinates training schedules and deliveries, works with the point of contact at host agencies, schedules travel of wage instructors, and markets/sells training classes. Serves as the subject matter specialist for curriculum development. Recruits adjunct instructors and monitors performance.

**Essential Duties and Responsibilities:**

**40% Training Coordination and Delivery**

* Coordinates and supports training deliveries for assigned projects.
* Delivers training as lead instructor in support of project areas or other division classes.
* Facilitates training courses.
* Assists staff with review and refinement of curriculum.
* Participates in training and professional development sessions.

**20% Project Management and Supervision**

* Manages OAL Student Worker Training Project, including assessing training needs and developing courses.
* Schedules training activities and assignments.
* Tracks and reports attendance and progress.
* Oversees and conducts the new employee training process.
* Supervises adherence to policies including attendance and lab operations.

**10% Documentation and Curriculum Development**

* Manages customer documentation process, identifying authors and reviewing materials.
* Supports subject matter expert requirements associated with curriculum design efforts linked to web-based learning.

**10% Special Projects and Events**

* Coordinates, plans, and manages special events.
* Contributes to councils, teams, and projects as assigned.

**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 in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two 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.
* Ability to assist in the design of new course curricula and update current curricula.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**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**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 