**Organizational Development Consultant I Standard Job Description**

**Classification Title:** Organizational Development Consultant I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Minimum Pay:** $57,153.12

**Job Description Summary:**

The Organization Development (OD) Consultant I, under general supervision, partners with departments to increase organizational effectiveness and performance in alignment with organization development best practices. Collaborates with subject matter experts to assess, design, develop, implement, and evaluate learning and performance programs that support career development initiatives. Through the consulting process, the OD Consultant I assists with diagnosing organizational needs as well as developing and executing plans to address needs assessment findings.

**Essential Duties and Responsibilities:**

**30% Organizational Development Programs**

* Assists with establishing and maintaining relationships with department leadership to provide guidance on organizational development programs and services.
* Partners with departments within assigned service area to assess current state and desired future state of learning and performance programs established/managed at department-level.
* Assists in designing and developing learning and performance programs to meet career development needs for assigned job family/service area with support from the instructional design team.
* Assists in implementing learning and performance programs to meet career development needs for assigned job family/service area in coordination with team members.
* Remains abreast of emerging organization development theories, concepts, models, tools, and techniques.

**25% Program Evaluation and Analysis**

* Interprets evaluation results for assigned learning and performance programs with support from the evaluation team.
* Assists with data collection and data analysis, and formulating recommendations based on data analysis.
* Assists with presenting findings to customers and selecting appropriate solutions based on customer feedback.
* Monitors progress and communicates frequently with the assistant director about the progress on all assigned learning and performance programs.

**15% Customer Service and Proposals**

* Conducts initial intake meetings to gather information to inform “commitment to service” decisions made by the assistant director and/or director.
* Assists with preparing “Quote for Service Requested” documents for customer consideration.
* Assists with drafting needs assessment proposals and data collection tools, such as interview protocols and/or questionnaires.
* Assists with preparing and executing plans to address needs assessment findings.

**10% Data Entry and Documentation**

* Assists with data entry to document requested and/or provided customized services.

**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:**

* Two 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
* 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**