JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

# Trainer

**Job Code: 0732**

**Salary Grade: S08**

**FLSA Status: Non-Exempt**

**Job Family: Organizational Administration**

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

## Job Responsibilities

Delivers relevant and engaging learning content to Staff. Facilitates workshops using a variety of instructional techniques, follows adult learning principles, monitors and evaluates training program effectiveness, develops and updates content materials, and engages with communities of practice.

- Provides relevant and up-to-date training, to include but not limited to independent research and preparation, workshop set-up, presentation of information, group discussions, experiential activities, and closeout.
- Identifies and develops new learning content or updates existing content using adult learning principles. Curates external content (e.g. writing book summaries, training reviews) for ease of access and ease of use.
- Conducts needs assessments for various types of training. Identifies external training programs for areas not met by current programs on campus.
- Assists with the development and delivery of orientation programs for new employees.
- Consults with various personnel to communicate available programs and to obtain recommendations for training programs.
- Develops and compiles training manuals and other aids.
- Obtains necessary training equipment, to include but not limited to films and visual aids.
- Maintains documentation of training activities, participants, and training program effectiveness, primarily through use of a learning management system.
- Reviews program evaluations to ensure goals of participants are being met.
- Performs various duties as needed to successfully fulfill the function of the position.

## Minimum Requirements

**Education:**

Required: Bachelor's Degree in Business, Human Relations, Psychology, Education, or related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months of related experience.

**Experience:**

Required: 24 months training-related experience.

**Required Certifications or Licenses:**

- None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

## Knowledge, Skills, and Abilities

- Knowledge of learning methods and techniques
- Ability to speak clearly, concisely and effectively
- Listen to and understand information and ideas as presented verbally
- Proficiency with Microsoft Applications, including Excel, Word, Outlook, PowerPoint, Publisher, and Adobe
- Ability to establish and maintain working relationships
- Effective presentation and facilitation skills
- Ability to effectively research training subjects and find new sources of information
- Ability to work with people in a manner showing sensitivity, tact, and professionalism
- Advanced verbal and written communication skills
- Ability to train and coach individuals and groups
- Ability to learn from subject matter experts and train on new subjects

## Working Conditions

Physical:
Sit for prolonged periods.  Use of a computer and telephone. Ability to engage in repetitive motions.  Communicate effectively and listen.

Environmental:
Standard Office Environment.  Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with employees, other departments, and University officials.

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