

Adult Learning Coordinator

Job Code: 6529

Salary Grade: S09

FLSA Status: Exempt

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.

Duties and Responsibilities

Coordinates multiple projects and training activities. Must be able to build trust, drive execution, focus on the customer, collaborate effectively with others, solve problems creatively, demonstrate high integrity and proactively establish and maintain effective working team relationships.

- Plans, initiates, monitors and evaluates training courses and programs utilizing interactive video, web-based, classroom and video mediums.
- Coordinates development of instructional and support materials to meet training objectives.
- Interfaces with staff, University departments, outside organizations and state agency customers.
- Performs needs assessments and assists in developing project goals, objectives and direction.
- Develops and administers project budgets.
- May supervise support staff and external resource personnel on specific projects.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

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

Experience:

Required: 24 months of experience related to the essential duties.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Experience working within a Learning Management System (LMS)
- Experience with all types of learning delivery modalities to include classroom, online courses, webinars, videos, etc.
- Understanding of adult learning principles
- Experience in learning consultation to include ability to conduct a needs analysis, gap analysis, and to identify the best learning intervention
- Experience in project management and budget development
- Professional experience working with state government agencies
- Ability to work effectively with individuals at senior executive level
- Familiarity with industry standard video production processes or video production management experience
- Experience with establishing, implementing, and improving quality assurance processes relating to technical deliverables
- Familiarity with web accessibility standards, requirements, and practices especially those relating to web-based video

Working Conditions

Physical:

Sit for prolonged periods. Ability to engage in repetitive motions. Communicate effectively.

Environmental:

Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

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