JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Training Coordinator Senior

Job Code: 7169

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.

Job Responsibilities

Leads and oversees project management, participant management, and development of high-quality resources.

- Facilitates professional learning experiences.
- Delivers and/or coordinates training activities.
- Develops format, course design, program content and instructional and support materials.
- Conducts literature reviews and needs analyses for target audiences.
- Responsible for quality assurance/quality improvement of courses, trainings, and programs.
- Maintains training records and assessments.
- Supervises staff and delegates tasks to carry out training needs.
- Plans and oversees special projects.
- Interfaces with university departments, funding sources, outside organizations, and state/government agencies.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

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 66 months of related experience.

Experience:

Required: 18 months of experience working in an educational setting.

Required Certifications or Licenses:

· None

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

Knowledge, Skills, and Abilities

· Detail oriented for accuracy of data and information
· Highly organized and able to handle multiple projects and deadlines
· Able to produce reports and complete work within deadlines
· Must have strong ability to lead project teams
· Must be able to create and deliver effective training presentations
· Proficient in copy writing, editing, proofreading and composition

Working Conditions

Physical:
Able to engage in repetitive motion and communicate effectively.

Environment:
Standard office environment.

Printed Date: 11/17/2026