
Auburn University Job Description

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|--------------|-----------------------------------|-------------|---------------------|
| Job Title: | Coord, Facilities Training | Job Family: | No Family |
| Job Code: | EB43 | Grade 31: | \$31,300 - \$52,100 |
| FLSA status: | Non-exempt | | |

Job Summary

Reporting to the Facilities Training Specialist, responsible for the coordination and administration of various employee learning and development activities or projects. Provides administrative support through the collection, entry, and maintenance of data and through the scheduling of training courses.

Essential Functions

1. Schedules classrooms and prepares training rooms by producing handouts and course documentation, setting-up and operating equipment, and maintaining historical course documentation files. Assists with questions and problems concerning course scheduling, meeting space availability, and room set-up and take-down.
2. Coordinates with supervisor and appropriate client groups to assess training and educational development needs. Prepares and schedules employees for training courses and completes the required University administrative forms to support training functions.
3. Plans and coordinates meetings and events, maintaining digital calendars and resolving room scheduling conflicts.
4. Maintains training records such as the AIM training database, calendars, rosters, evaluations, supplies, and results for training and retraining programs. Performs additional administrative duties including the ordering of materials and refreshments for training sessions and the processing of approvals for payment.
5. Assists in the development and administration of surveys and interviews to determine training needs. Carries out research, evaluates effectiveness of training programs and/or trainers, and prepares reports as needed. Maintains current knowledge of trends and developments in the field by attending conferences, courses, seminars, etc.
6. Collaborates with other University departments to ensure the smooth and effective functioning of all training events within Facilities Management by coordinating the logistics, systems, and vendor relationships for training programs and sessions.
7. Assists with on-boarding and new employee orientation by scheduling and coordinating events, serving as a facilitator, and preparing and maintaining on-boarding documents.
8. May perform other related duties as assigned by the Facilities Training Specialist.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--|---|
| Education | Some college; vocational or Associate's Degree | Degree in Business, Communications, or related field. |
| Experience (yrs.) | 1 | Experience planning, developing, or administering of training programs. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Strong interpersonal and communication skills.

Ability to compile information and prepare analytical reports.

Certification or Licensure Requirements

Valid Driver's License.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Ability to see information in print and/or electronically and distinguish colors.

Date: 10/19/2018
