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## Auburn University Job Description

Job Title: **Spec, Systems Training**

Job Family: No Family

Job Code: **EB60**

Grade UA04 \$39,500 - \$63,200

FLSA status: Exempt

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### Job Summary

Develops, coordinates, delivers, and assesses training curriculum for a variety of unit specific systems which includes, but is not limited to, enterprise resource planning (ERP) system for a department, school, or an unit to support the philanthropic mission of Auburn University.

### Essential Functions

1. Identifies, develops, coordinates, delivers and administers technical training and staff development programs for all Alumni Affairs and Development employees. Analyzes training needs to develop new training programs and/or modify and improve existing programs.
2. Responsible for maximizing training effectiveness through proper vendor selection, collaboration with directors and managers, and evaluation of training impact.
3. Administers the Development Training program to include setting goals as well as tracking, selecting, and managing vendors and other training partnerships. Meets with directors to define departmental goals, tracks progress toward goals, and contacts and evaluates vendors to ensure the proper training is available throughout the year.
4. Creates Development Training processes and procedures. Develops training project plans and manages established timelines and budgets for the development and delivery of training and development programs as well as other organizational development initiatives.
5. Responsible for measuring the impact and effectiveness of training programs through various methods such as employee surveys, employee and supervisor interviews, and job shadowing to evaluate training application on the job.
6. Provides training metrics for all Development Training programs throughout the year including monthly, quarterly, and annual reports summarizing the number of training attendees, evaluation feedback, training by hours, number of trainings held, etc. Presents reports to leadership and provides recommendations for training improvements.
7. Acts as a strategic partner with Alumni Affairs and Development directors and managers in the development of employees through the Auburn performance review/management process.
8. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Human Resources, Adult Education, Organizational Behavior/Design, or related field.
<b>Experience (yrs.)</b>	6	Experience in designing, implementing, and conducting employee and workforce training for a business, organization, or functional area.

#### 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

Knowledge of training principles and methods for curriculum and training design, teaching, and instruction.

#### Certification or Licensure Requirements

None Required.

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### 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, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/5/2020

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