



# Staff Vacancy

EEO# BO 11-14

**Department:** Human Resources

**Reports to:** Chief Human Resources Officer

**Position:** Senior Human Resource Specialist- Training and Development

Under general supervision, the Senior HR Specialist-Training and Development is responsible for coordinating and marketing the University of Louisiana-Lafayette talent management functions aimed at developing and retaining employees. The position is responsible for effective development, coordination and presentation of training and professional development programs for all employees that are in support of the University's mission, values and goals. The position also coordinates compliance based training activities and acts as the University's primary administrator for performance management and training/development process.

## **Essential Duties and Responsibilities:**

### Development, Delivery and Assessment

- Conducts needs analysis; develops, markets, and delivers training programs; coordinates with other University educational units to provide support for their programs, manages registrations and attendance of programs; purchases materials, sets-up classrooms, and provides coordination of training programs delivered in classrooms, through workshops, seminars, conferences, and online.
- Responds to requests from administrators and employees by providing information on training programs, job-related training, personal development opportunities, and compliance training requirements and establishing contracts with internal and external partners.
- Ensures quality training resource materials are made available to faculty, staff, and students by creating user guides, documentation, web pages, and handouts that support training programs.
- Coordinates with other departments on established training programs such as new employee orientation, safety training, computer training, state mandatory training, performance evaluation programs, supervisory training, customer service, problem solving, conflict resolution, planning, budgeting, etc.

### Compliance

- Develops, delivers, and assists with the oversight and management of University compliance programs as part of new employee orientation and in support of University policies and procedures and as required by federal and state laws.
- Conducts new hire reporting and assists with multiple HR processes as they relate to compliance and employee certification maintenance
- Communicates training needs to management. Recommends, develops and implements modifications as necessary to ensure achievement of training goals and objectives

### Online Training and Website Development and Maintenance

- Maintains the upper-level web pages of the Employee Development and Performance website and ensures that training resources are kept current and available online.
- Develops and updates the T&D internet and portal pages. This will include posting course descriptions, enrollment directions, room locations, etc.

### Professional Development and Teamwork

- Contributes to the effective operation of employee development and performance by coordinating projects and programming with both internal and external educational units.
- Works with supervisors, managers, department heads, and Employee Relations to design and coordinate individual development plans for employees (including new managers/supervisors)
- Contributes to the success of the Office of Human Resources by performing other duties as assigned and assisting in other Human Resource areas as needed.
- Maintains competency and professional currency through self-directed professional development, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the Chief Human Resources Officer.

### **Minimum Qualification Requirements:**

- Bachelor's degree in Human Resource Management, Business Administration, Educational Administration, or related field preferred, and 3-5 years of professional level experience in Training and Development and Human Resources, or related field. An equivalent combination of education and experience may be substituted.
- Knowledge of adult education principles and techniques
- Problem solving and organizational skills
- Excellent oral, written, and interpersonal communication skills
- Advanced computer skills, including MS Office Suite and Outlook; HRIS experience preferred.
- Ability to develop and conduct training classes and instructional materials.
- Ability to thrive in a team environment
- Ability to prioritize and organize to meet deadlines

**This job description is not all inclusive of all duties and responsibilities performed by this position. The University of Louisiana at Lafayette administration reserves the right to amend and change responsibilities to meet departmental and organizational needs.**

**Applications:** For consideration, please forward a resume, letter of intent, and (3) references to [ullinquiry@yahoo.com](mailto:ullinquiry@yahoo.com) or mail to

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