



## Senior Learning and Development Specialist Job Description

### JOB INFORMATION

<i>Job Code:</i>	117506
<i>Job Title:</i>	Senior Learning and Development Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Training & Development
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Responsible for participating in the analysis and needs assessment of training development for an assigned area, helping to create training timelines and develop curriculum. Mentors less experienced team members, creates training plans and curriculum, and designs and develops training content, materials and assessments. Determines the most effective instructional methods and tools for individual or group training, including eLearning, virtual, in-person, workshops or self-study. Delivers or coordinates the delivery of training covering a wide range of topics for large or small groups or one-on-one, either in person, virtually, through eLearning or self-study. Collaborates with business partners to design, develop, implement and evaluate training curriculum and programs, as well as to measure their results. Coordinates, tracks and documents training functions, scheduling and facility set-up, legal compliance of training programs, and interaction with outside vendors to meet training needs, all while maintaining knowledge of trends and regulatory changes in the field.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in developing and conducting training classes.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of curriculum development, instructional materials, and needs assessment.
X		Experience in mentoring teachers and/or training interns.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in the analysis and assessment of training development needs for the assigned area. Helps to create training timelines, determine resource needs, and develop curriculum. Monitors the effectiveness of training classes and makes recommendations for changes in policy and procedures, as necessary.				
Serves as a mentor for less experienced team members. Provides leadership guidance and direction, as needed. Reviews the work of others, as needed or requested. Provides technical and training assistance to less experienced team members, as assigned.				
Creates training plans and curriculum that align with the school, department or division's functional services objectives.				
Designs, develops, evaluates and updates training content, materials, manuals, tests and related training aids to ensure optimum effectiveness.				
Determines most effective instructional methods and tools based on needs assessment and/or specified training needs including individual training, group instruction, demonstrations, meetings, eLearning, workshops, refreshers, in person, virtual, and/or self-study.				
Delivers and/or coordinates training covering a range of topics in areas such as functional, operational, management and leadership, and professional development.				
Collaborates with business partners throughout the organization to develop curriculum design, implementation and evaluation.				
Evaluates training and development programs and measures results. Modifies training programs when necessary to adapt to business or work environment changes.				
Manages administrative functions necessary to deliver, document, and track training programs, which includes scheduling, employee notification, and arranging for facility set-up.				
Prepares and reports on training delivery and curriculum effectiveness. Ensures legal compliance of programs, as necessary.				
Identifies vendor solutions to help meet business learning requirements and needs. Manages vendor relationships, as assigned.				
Promotes training products and services. Raises awareness of university training resources.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.