



HUMBOLDT STATE UNIVERSITY



Training Specialist

Closes: Monday, October 22, 2018

(Job #18-56) Administrative Analyst/Specialist I Exempt, Training Specialist, \$3,897-\$6,846/month. Appointments are normally made at the beginning of the salary range. This is a full time, 12-month, benefited, exempt position with a one-year probationary period in the Department of Human Resources.

Position Summary: Under minimal supervision, the Training Specialist's responsibilities include assessment of campus training needs, design of training objectives, curriculum and instructional materials, and presentation of training in various formats. The training specialist is responsible for soft skills training, coaching, and facilitation for individual employees and teams. Additionally, the Training Specialist schedules instructors, publicity and equipment for workshops, reviews vendor-provided course materials, and recommends purchases designed to meet the training needs across campus. The Training Specialist works with the Chancellor's Office to coordinate system-wide compliance training programs, ensuring required trainings are completed by the necessary population and meet established compliance thresholds.

Duties: In a team oriented environment, the Training Specialist will develop and support the Human Resources training and development program on campus:

- Regularly presents professional development workshops to groups of varying sizes on a variety of soft skills topics including: effective communication, inclusive hiring practices, conflict resolution, collaboration, professionalism, creative problem solving, coaching and mentoring, adapting to change, and customer service
- Provides team training designed to assist in the resolution of conflict and promote effective group dynamics
- Provides individualized coaching on a variety of topics related to interpersonal communication and professionalism
- Coordinates, develops, assesses, and presents portions of New Employee Orientation
- Works with the Office of Diversity, Equity, and Inclusion to deliver training that promotes inclusive hiring practices
- Develops, organizes and promotes employee engagement opportunities as well as management training for administrators
- Evaluates individual, departmental, and campus-wide training needs through assessment, needs analysis, and conferring with administrators, staff, and faculty
- Establishes learning plans and develops training programs to satisfy identified training needs involving individualized web-based programs, formal group training, and coaching
- Assists subject matter experts in developing specific training programs for individual employees and teams
- Collaborates and coordinates with other professional development efforts on campus
- Creates reference training guides, presentations, and supporting materials for training programs
- Develops training workshops that integrate and model proper accessibility techniques and standards
- Coordinates and schedules instructors, publicity, rooms, and equipment for training workshops
- Offers training with established learning objectives, learning outcomes, curriculum outlines, and instructional materials
- Assesses and evaluates the effectiveness of training offerings
- Utilizes various platforms, including the SkillPort learning management system, to schedule, assign, promote, deliver, and track the status of training courses.
- Collaborates with campus compliance officers to assign, monitor, and update specific CSU mandated compliance training
- Actively researches and stays informed of new and emerging technologies that support organizational development and learning.
- Performs data analysis and develops and updates reports and queries using appropriate reporting tools, including PeopleSoft/Oracle Business Intelligence (OBI).

Minimum Qualifications: General knowledge and skills in human resources training, coaching, and professional development functions, with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree OR through a combination of education and work experience which provides the knowledge, skills, and abilities required for this position – primarily the ability to perform the full range of work related to program and policy research, analysis, development, and evaluation related to training and professional development.

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Required Knowledge, Skills, and Abilities:

Knowledge:

- Proficiency in the use of standard software packages (MS Office Suite, Adobe Acrobat Pro, Google Apps) and online Learning Management Systems (SkillSoft and Lynda.com)
- Proficiency in the use of psychometric assessments and instruments (MBTI, 360-degree feedback tools, etc.)
- Demonstrated knowledge and familiarity addressing issues of concern facing staff and faculty from diverse backgrounds, as well as a sensitivity to cross-cultural perspectives and experiences

Skills

- Strategic thinking skills, including the ability to distill patterns from detail and see the “big picture” and clarify long-term objectives with university leaders
- Strong organization and multi-tasking skills, including the ability to coordinate resources (people, funding, material, support) to achieve objectives
- Excellent facilitation and presentation skills
- Excellent oral and written communication skills and a core commitment to customer service
- Demonstrated public speaking skills with both large and small groups
- Demonstrated problem-solving, analytical, decision-making, and conflict resolution skills

Ability to:

- Effectively facilitate training in various formats (face-to-face and web-based)
- Adapt facilitation style and behavior based on topics, objectives, setting, and audience to achieve training objectives
- Create web-based multimedia training modules (Adobe eLearning Suite, Camtasia)
- Develop and maintain positive working relationships with a diverse group of staff, faculty, and students
- Work in a fast-paced team environment in an area with growing organizational demands

Preferred Qualifications:

- Three years of work experience in human resource management, adult learning, organizational development, communication or related discipline
- Demonstrated experience with professional development program facilitation, training and coaching in a human resources context
- Demonstrated experience in learning strategies and curriculum planning
- Experience with event planning, including communications, scheduling and setup
- Experience utilizing a learning management system
- Experience in a higher education setting
- Experience developing and delivering trainings or workshops on diversity-related topics, such as unconscious bias, intercultural communication, etc.
- Experience with electronic forms (e.g. Drupal Webforms, Adobe LiveCycle) and managing websites (e.g. Drupal, Dreamweaver)
- Experience with PeopleSoft and OBI reporting tools

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <https://apply.interfolio.com/56304>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

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Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, October 22, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (18-56) and applicant's last name in the subject line of the message.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1038

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: October 8, 2018

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.