

A valued member of the University Advancement Business Analytics, Data and Training Services Team, the role of the Training Specialist is in knowledge transfer of business processes, computer applications and programs designed to support the work of University Advancement.

University Advancement is the primary fundraising and alumni relations organization for Michigan State University. Principal among the assets that supports the efforts of Advancement is the data and information systems team. The Training Services arm of the Business Analytics team is a critical component of the Advancement Information Systems and Donor Strategy unit within University Advancement.

BASIC FUNCTIONS

Reporting to the Learning Designer and Instructor the University Advancement Training Specialist will work to enhance the competencies of individual employees by designing and conducting training programs that will boost employee's workplace performance in alliance with University Advancement's core values. The Training Specialist will be responsible for performing training needs assessments, designing and delivering curriculum and learning materials and for managing all phases of training interventions.

Key responsibilities of the Training Specialist include, but are not limited to the following:

Deliver instructional needs of new and existing Advancement employees. (60 Percent)

- Facilitate instructional classes, seminars, brown bags, and virtual learning opportunities for the Ellucian Advance Relational Database, business processes as relates to reporting tools deployed to staff.
- Prepare, maintain and distribute end-user documentation and training manuals for Ellucian Advance Relational Database and business tools deployed to staff by AIS/DS.
- Build annual training program and prepare teaching plans
- Develop or oversee the production of classroom handouts, instructional materials, aids and manuals
- Direct structured learning experiences and monitor their quality results
- Acclimate new hires to the business and conduct orientation sessions

Maintain LMS tool for all instructional programs in order to evaluate the quality, effectiveness and preservation of material on the end-user training. (35 percent)

- Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behavior
- Periodically evaluate ongoing programs to ensure that they reflect any changes
- Stay abreast of the new trends and tools in employee development

Assist in oversight of student interns for training services. (5 percent)

REQUIRED

Knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in Educational Systems development, Instructional Technology Systems, Instructional Science or a related educational programs development area, and/or a field related to the area of expertise; one to three years of related and progressively more responsible or expansive work experience in the design, development and presentation of instructional programs using software or tools related to the educational programs being conducted; or an equivalent combination of education and experience.

DESIRED

Bachelor's degree in Education, Instructional Design, Training, or three years of equivalent and translatable experience which normally would be acquired by completing a four-year college degree; results driven with experience working in a fast-paced, deadline-oriented environment; strong communications, writing and organizational skills.

Understanding of development and alumni relations issues and market trends including familiarity with Ellucian Advance, Camtasia, Snag it and the Adobe suite. Candidate must be able to organize and manage projects independently as well as demonstrate:

- Proven experience in designing multiple training events in a business setting
- Extensive knowledge of instructional design theory and learning principles
- Proven ability to master the full training cycle
- Adequate knowledge of learning management software
- Familiarity with traditional and modern training methods, tools and techniques
- Familiarity with talent management and succession planning
- Ability to conduct cost-benefit analysis and calculate training ROI
- Demonstrated ability to explain the technical complexities of software effectively to novice and experienced end-users
- Excellent project management skills
- Highly developed interpersonal skills
- Sound decision making and organizational skills
- Ability to present complex information to a variety of audiences
- Proficiency in MS Office and in database software

Duties associated with this position involve working on a video display terminal 50-75 percent of the time.

How to Apply:

All candidates must submit an application and resume through the Michigan State University Human Resources web-based system the URL for that website is careers.msu.edu. Please indicate the position number **638976** when submitting your application.

If you have any questions regarding this position, please contact Pat Karam, Recruitment Manager at karampat@msu.edu.

We will continue to evaluate applications until the position is filled.

MSU is an affirmative action, equal opportunity employer.

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.