

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Training Coordinator **SALARY GRADE:** HU-11  
**DATE REVISED:** December 01, 2014 **EEO CODE:** 02  
**JOB CODE:** 9162 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** The purpose of this position is to provide primary coordination and facilitation of training and education programs affiliated with the school or department.

**SUPERVISORY AUTHORITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include executives, administrators and employees from all divisions and departments within the university structure. External contacts include auditors, representatives from federal, state and local regulatory agencies and vendors.

**PRINCIPAL ACCOUNTABILITIES:**

- Monitor, evaluate and record training activities and program effectiveness.
- Offer specific training programs to help workers maintain or improve job skills.
- Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors or customer representatives.
- Develop alternative training methods if expected improvements are not seen.
- Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.
- Present information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures.
- Evaluate training materials prepared by instructors, such as outlines, text, and handouts.
- Design, plan, organize and direct orientation and training for employees or customers of industrial or commercial establishment.
- Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures.
- Select and assign instructors to conduct training.

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Facilitates training at all levels on topics of relevance to the school or department to include the creation of training and education for the program.

Works with subcontractors to ensure the programs are developed that identify training needs, and effectively reach targeted audience and enhance the quality of education.

Manages the certification process for continuing education credits for designated professions.

Increases the center's participation in collaborative efforts among varied professional organizations, pharmaceuticals, community-based organization, professional schools and state and local government agencies.

Participates in all conferences and communications to subcontracts.

Supports the efforts of the department in organizing, maintaining and appropriate documentation to the Department Chair and Associate Dean of the school or department.

Performs other related duties as assigned.

**CORE COMPETENCIES:** Knowledge of the principles and procedures related to specified education and training.

Ability to develop curriculum for programs.

Ability to use standard office equipment, which includes a computer.

Ability to analyze and develop action plans in resolving and/or implementing organizational and operational problems, issues and goals.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in related field with 2-5 years of related experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_