

OAK RIDGE ASSOCIATED UNIVERSITIES JOB POSTING



Reference #: 09-126	Date Posted: November 18, 2009
Job Title: Training & Development Specialist 2	Location: Oak Ridge, TN
Department: Health Communication and Technical Training	Exempt/NE: Exempt

FULL-TIME TEMPORARY (Up to 1 Year)

PURPOSE: To utilize the principles of adult learning theory and systematic instructional development processes to design, create or evaluate instructional materials for various audiences. Primarily this position entails developing instructional content for public health audiences and developing and conducting training evaluations. This position may also conduct needs assessments or job/task analyses, design and develop procedures, or deliver training programs

ESSENTIAL JOB FUNCTIONS:

- Performs training management support functions.
- Performs advanced needs/job/task analysis to determine content of training programs and training support materials.
- Designs procedural or instructional content format based on the results of the needs/job/task analysis.
- Develops procedural or instructional materials for a variety of instructional modes, including classroom, distance learning, computer-based, and web-based learning.
- Evaluates training programs, courses, and materials to provide feedback information.

OTHER JOB FUNCTIONS:

- Implements training programs including beginning, advanced/refresher, and train the trainer courses.
- Serves as project lead for instructional design and implementation projects.
- Interacts with clients to develop training program plans and related activities.

REQUIREMENTS: Bachelor's degree in Instructional Design, Adult Education or Curriculum Development and 3-5 years job-related experience or an equivalent combination of education and experience. Master's degree in Instructional Design, Adult Education or Curriculum Development preferred. Must have knowledge and experience in the application of the principles of adult learning theory and systematic processes to create engaging training solutions. Must have experience as a training developer, specifically conducting needs assessments, designing and developing various training materials such as job aids, participant and instructor manuals, and conducting evaluations of courses. Must possess the ability to design and develop high-quality instructional materials, job aids, courses, etc., on a variety of topics related to public health. Strong presentation, communication skills, collaboration and teamworking skills required. Must have excellent writing skills and be able to write clear and concise text on appropriate level for target audience and have the ability to analyze and simplify complex processes to design learning activities. Excellent computer skills and knowledge of business software applications, including Microsoft Word, PowerPoint, and Adobe Acrobat necessary. Must be able to respond quickly to changing priorities and capable of working in a sometimes fast-paced production environment. Some travel required. Public health work experience desired. Bilingual (Spanish) speaking and writing desired.

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