

Local Job Listing Smoky Mountain Chapter, ASTD

Current Jobs

Here are the jobs posted by companies in our area. You are welcome to pass this information on to family and friends in need of employment:

COORDINATOR III (TRAINER) OFFICE OF EQUITY AND DIVERSITY (OED)

The Office of Equity & Diversity (OED) seeks to fill the position of Coordinator III (Trainer). The position is a regular, full-time, staff exempt position that works directly with the OED Director, Associate Director, and EEO Investigator. The Coordinator III will serve as a primary contact for educational workshops and training programs offered by OED. As such, this person will develop, schedule, conduct and evaluate training programs offered by the office. In addition, the Coordinator III will assist the Director, Associate Director and EEO Investigator, as needed with complaint resolutions and as OED representative on various campus based committees.

Required Qualifications:

Bachelor's Degree required; Master's Degree preferred. Demonstrated experience creating and conducting educational workshops for diverse populations groups on subject matter related to the various aspects of diversity, interculturalism, and multiculturalism. Good communication skills, (verbal, written and interpersonal). Able to handle confidential information and material.

Desired Qualifications:

Demonstrated knowledge about issues related to affirmative action, equal employment/equal access, sexual harassment, and diversity. Computer literate. Experience with complaint investigations and resolutions. Able to multi-task, work under time restraints, and work within a team environment.

Duties/Responsibilities:

This position will serve as a primary contact for educational workshops and training programs offered by OED to faculty, staff and students. The person filling this position will develop, schedule, conduct and evaluate training programs offered by OED, work with the Director, Associate Director and EEO Investigator regarding matters related to complaint investigations and resolutions and coordinate related activities with other campus offices.

How to Apply:

Review of applications will begin May 2008 and continue until position is filled. Submit written letter of introduction and resume to the attention of:

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Dr. Marva L. Rudolph, Director
Office of Equity and Diversity
University of Tennessee
1840 Melrose Avenue
Knoxville, TN 37996-3560

All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment

B&W Technical Services Y-12, L.L.C. Director of Learning and Leadership Development

B&W Technical Services Y-12, L.L.C., a partnership between Babcock & Wilcox Technical Services Group, Inc. and Bechtel National, Inc., operates the Y-12 National Security Complex under a prime contract with the Department of Energy's National Nuclear Security Administration (NNSA). Information about the Y-12 Complex can be found online at www.y12.doe.gov. The Oak Ridge and greater Knoxville, Tennessee area offers an exceptional quality of life with outstanding outdoor recreational opportunities, cultural opportunities at the University of Tennessee, a very reasonable cost of living, and some of the top secondary schools in the nation.

This position will report to the Senior Vice President of Human Capital. We are seeking a **Director of Learning and Leadership Development** to set the vision, design, and implementation plan for learning and development strategies and programs that will enhance our business capability. This position will design and lead the development of learning solutions through internal and external resources.

Responsibilities:

*Partner with senior management and departmental leaders across the organization to understand business needs and develop relevant learning to support strategic business objectives.

*Develop our employees through hands on design, development and facilitation of high-quality programs.

*Accountable for the building and reinforcement of organizational effectiveness through the design and delivery of leadership, management and supervisor development systems.

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- *Deliver innovative programs, tools and processes that enable managers to identify, develop and retain talent.
- *Provide consultation for organizational design and change management actions.
- *Champion learning and development and knowledge management throughout the organization.

B&W Technical Services Y-12, L.L.C. HRO Sr. Business Staff Member (Talent Management)

This position will be responsible for supporting the organization's talent management strategy with emphasis on, but not limited to, succession planning, performance management, leadership development, and career development.

This position will:

- *Support the development of value added talent management programs and processes that address strategic business needs.
- *Assist in the development and execution of a plan to brand, market and increase employee awareness of and engagement in talent management programs.
- *Assist senior management in identifying key positions, assessing leadership talent, and developing position and organizational depth charts.
- *Develop a high potential identification and acceleration program.
- *Assist in the design and execution of leadership assessment methodologies and talent management strategies and programs including development of Individual Development Plans for potential successor candidates.
- *Seek opportunities to link talent management processes with other key Human Capital and organizational processes.
- *Consult with management and individual employees on current and emerging employee, leadership and talent management needs.
- *Facilitate, conduct and evaluate training and organizational development sessions.
- *Support design of employee development curriculum by researching and identifying external sources of knowledge and training programs.
- *Provide tools and resources to assist leaders in managing and developing talent.
- *Serve as an internal coaching resource for leadership development programs.
- *Administer performance management system.
- *Perform other related duties as assigned.

Impact Associates

Impact Associates is an award winning consulting and training firm in Maryville, and they are currently seeking seasoned professional trainers for upcoming engagements. The ideal candidate/s would be experienced in the arena of private and government sectors, and would have an interest in traveling. If you are interested in contacting Impact Associates, call Maggie Casey, Manager of Executive Support, at 865.379.7022.

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Training Supervisor

Company: **EXEDY America Corporation**

Essential Duties and Responsibilities:

- Critical features of this job are described below. (May include other duties assigned by Supervisor)
- Researches, plans, organizes and conducts training programs, seminars, and conferences for all DDC associates.
- Assists with preparing and administering various training programs.
- Contacts attendees and department representatives about training programs.
- Maintains training database and compiles reports from database as needed.
- Assists in organizational training and development efforts.
- Assists department in carrying out various human resources programs and procedures or all company Employees.
- Participates in developing department goals, objectives and systems.
- Assists in preparing training budget.

Training Supervisor Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Bachelor's Degree or equivalent required in a technical or training discipline
Minimum of 2-4 years experience in a training position, in a manufacturing environment, preferably automotive
Knowledge of process and equipment, or ability to gain knowledge in short period of time

Leadership Knoxville, Inc.: Program Director

The employment committee of Leadership Knoxville, Inc., is accepting applications for the position of program director through May 12, 2008.

Leadership Knoxville, Inc., a non-profit corporation, serves the greater Knoxville area with multiple programs targeting community leaders.

The program director has primary responsibility for overseeing the development and implementation of curriculum elements for the flagship Leadership Knoxville class. The position reports directly to the President/CEO.

Preferred Qualifications:

- * Bachelor's degree plus two years of relevant experience with references.
- * Skill in effectively organizing work to meet frequent and/or multiple deadlines and manage conflicting priorities and demands.

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- * Superior communication skills, both verbal and written.
- * Excellent knowledge of local and regional issues.
- * Knowledge of modern office practices, procedures and equipment.
- * Flexibility to work early mornings, evenings and some weekends.
- * Salary based on qualifications.

Send resumes with salary history and expectations by Monday, May 12th to:
Leadership Knoxville, Inc.
P.O. Box 10157
Knoxville, TN 37939

No calls, please. Leadership Knoxville is an equal opportunity employer.

Medical Management Professionals (MMP): Trainer

Medical Management Professionals (MMP) partners with hospital-based physician practices to provide billing and customized practice management services. From billing and coding, to receivables management and compliance, to accounting services and contract negotiation — MMP works as a partner with existing management to achieve success, growth, and strength for their clients. Based in Chattanooga, Tennessee, MMP has more than 80 offices and 1,800 employees nationwide. Founded in 1993, MMP serves more than 2,100 physicians across the nation and boasts one of the highest client retention rates in the industry. MMP is a wholly-owned subsidiary of CBIZ, Inc.

We are currently seeking an experienced Trainer to join the team in Knoxville, TN.

The person selected for this position will assume responsibilities for developing curriculum for training medical billing associates within the company.

Qualifications:

- Three (3)+ years experience training in classroom setting
- Three (3)+ years developing curriculum for training purposes
- Excellent analytical, oral and written communication, and organizational skills
- Systems and software proficiency, including Adobe Captivate or Macromedia Captivate.
- Demonstrated experience in developing e-learning training modules through Captivate.
- Knowledge and implementation of instructional design and adult learning theory principles.
- College degree required
- Medical Billing and Compliance background a+

To learn more about the company, visit us at <http://www.cbizmmp.com/>.