



USC University of
Southern California

Learning and Development Specialist Job Description

JOB INFORMATION

Job Code:	117505
Job Title:	Learning and Development Specialist
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Training & Development
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

JOB SUMMARY

Creates training plans and curriculum, designs and develops training content and materials, and determines the most effective instructional methods and tools based on needs assessment to align with the school, department, or division's functional services objectives. Delivers or coordinates the delivery of training covering a wide range of topics for large or small groups or one-on-one, either in person, virtually, through eLearning or self-study. Collaborates with business partners to design, develop, implement and evaluate training curriculum and programs, as well as to measure their results. Coordinates, tracks and documents training functions, scheduling and facility set-up, legal compliance of training programs, and interaction with outside vendors to meet training needs, all while maintaining knowledge of trends and regulatory changes in the field.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in developing and conducting training classes.
X		Development of instructional materials.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Creates training plans and curriculum that align with the school, department or division's functional services objectives.				
Designs, develops, evaluates and updates training content, materials, manuals, tests and related training aids to ensure optimum effectiveness.				
Determines most effective instructional methods and tools based on needs assessment and/or specified training needs including individual training, group instruction, demonstrations, meetings, eLearning, workshops, refreshers, in person, virtual, and/or self-study.				
Delivers and/or coordinates training covering a range of topics in areas such as functional, operational, management and leadership, and professional development.				
Collaborates with business partners throughout the organization to develop curriculum design, implementation and evaluation.				
Evaluates training and development programs and measures results. Modifies training programs when necessary to adapt to business or work environment changes.				
Manages administrative functions necessary to deliver, document, and track training programs, which includes scheduling, employee notification, and arranging for facility set-up.				
Prepares and reports on training delivery and curriculum effectiveness. Ensures legal compliance of programs, as necessary.				
Identifies vendor solutions to help meet business learning requirements and needs. Manages vendor relationships, as assigned.				
Promotes training products and services. Raises awareness of university training resources.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.