



Position Title: Part-Time Workshop Developer

Job Code: 8130

Grade: HB

Reports To: Director, Professional Development Program, CT&D

FLSA: Exempt

Job Description:

The Part-Time Workshop Developer for College Training and Development (CT&D) is responsible for providing training and development programs for personnel at the College with a focus on supervisory and management development, leadership development, strategic planning, team effectiveness and action planning.

Duties & Responsibilities:

- Designs and conducts supervisory development, management development and leadership development workshops
- Designs and facilitates unit/department/committee specific planning and effectiveness sessions
- Develops and facilitates online professional development programs
- Works with the Director of Professional Development to design and conduct a comprehensive Leadership Development program for chairpersons and school directors
- Collaborates with College leaders to determine training needs or identify unit/department needs; design appropriate interventions or workshops, facilitate events and/or conduct workshops.
- Consults with individuals to assist them in taking appropriate actions as supervisors, managers and leaders.
- Closely collaborates with others in CT&D to establish and market the training calendar.
- Designs training programs in response to identified needs
- Consults with individuals to promote their effectiveness
- Writes a monthly column for CTD Online on supervision
- Facilitates workshops on College initiatives i.e. Strategic Plan initiatives
- Performs CTD operational processes
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree in Human Resources Development, Organization Development or related field and three (3) years training experience
- Must be skilled in instructional design, consultation and facilitation
- Must have online training experience
- Must have knowledge of current leadership and supervisory/management development best practices
- Must be computer proficient
- Must be able to travel between campuses and maintain flexible hours to allow for evening and weekend work
- Ability to establish and maintain good working relationships with administrators college-wide

- Ability to work effectively and respectfully in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name