Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Learning and Development Facilitator

Department: Human Resources Reports to title: Director of Organization Development and Engagement

Full Time: X Part Time: __________ Date Prepared: 02/12/20

Job group and level: PT-4 Regular Daily Work Schedule:

Pay Type: Weekly______ Monthly X____ Months Per Year:______ Hours Per Week: 40____

(Summer Months) Months Per Year:______ Hours Per Week:______

1. Summary of Position:

The Learning and Development Facilitator supports the Office of Human Resources’ efforts by providing the College community with training and learning strategies aimed at creating and sustaining a high performing organization. Utilizes a systemic approach, integrating all aspects of the training and development cycle. Proactively creates and implements staff and leadership development programs that: support the organization’s objectives and ongoing focus on inclusion and diversity; foster highly effective leadership behaviors; and, help employees achieve their career goals. Uses a variety of tools to assess training needs and evaluate training programs. Develops and adjusts programs in response to the data collected. Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

70% Learning and Development Planning and Delivery

- Designs, develops, implements, delivers, and evaluates customized and targeted training programs that support organizational objectives and are aligned with the strategic plan.
- Researches and introduces new content, trends, and learning concepts – including approaches to blended learning.
- Develops and implements strategies to leverage learning resources such as LinkedIn Learning.
- Leads the development of a Learning Management System strategy appropriate for the size and scope of the College.
• Develops and manages a comprehensive training evaluation strategy.
• Designs assessment tools, surveys, and related training materials.
• Consults with supervisors and teams in assessing and identifying training and development needs with a focus in the enhancement and improvement of skills and competencies.
• Leads or supports the design and implementation of special programs including the College’s inclusion and diversity efforts.
• Develops and maintains data related to training activity and effectiveness that can be used to drive training priorities, design and delivery strategies.
• Develops and executes an annual training plan.
• Hires and manages the work of outside consultants.
• Oversees logistical support for all training programs.

15% Team Development
• Supports and implements team and organization development initiatives aimed at increasing effectiveness and nurturing a culture in which all staff can bring their best selves to work.

10% Website
• Maintains a yearly calendar of training events.
• Develops and maintains the training content for the training website.

5% Other
• Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Regularly interacts/communicates with employees including providing, obtaining, and assessing information, and collaborating across the College. Facilitates complex discussions and creates a variety of written communications.

4. Education: (include certifications and licenses)

Required:

Bachelor’s Degree in Human Resources Management, Adult Learning/Education, Instructional Design and Delivery or related field.

Preferred:

Master’s Degree in Human Resources Management, Adult Learning/Education, Instructional Design and Delivery or related field.

5. Experience: (List specific skills necessary to perform this job)

Required:
• 10 years combined education and learning and development experience
• Demonstrated knowledge of instructional design, adult learning styles, group dynamics, and interactive learning methods.
• Strong content delivery and facilitation skills.
• Proficient in Microsoft Office
• Familiar with posting content on websites
• Strong customer service, organizational, time management, verbal and written communication, presentation, and interpersonal skills

Preferred:
• Experience designing/facilitating blended learning
• Experience using a Learning Management System (LMS)
• Experience and certifications in key personality assessments, other leadership assessments and management/leadership development models and tools

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Repetitive motions including hands, wrists and fingers; lift, carry, push and pull up to 20 lbs.; visual – normal concentration.

7. Decision Making:

Makes operational/tactical decisions following established guidelines/procedures/policies. Participates in a collaborative approach making recommendations to management. Trainings are regularly reviewed by supervisor and Chief Human Resources Officer.

8. Supervision Exercised/Received:

Minimal supervision received.

Supervisory Responsibility: Yes _________ No X _______

Number of Employees Supervised: _______