



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: _____

