

Title: Training Coordinator	Effective Date: June 24, 2017	Grade: IX	Job Category: Admin. Support
Prior Title: Training Coordinator	Prior Effective Date: September 8, 2015	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for coordinating training activities for the Department, as well as assisting with development of training course materials and assisting the Workforce Development Coordinator and Specialists with coordination of various training activities.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Coordinate training programs, workshops, seminars, and meetings for Divisions/Districts.
- Organize and develop training reference library, visual aids, and other educational materials.
- Maintain the schedule of training programs available to Department employees.
- Maintain training reports and employee transcripts as required.
- Proofread training materials.
- Ensure training materials are updated and accurate for both instructor-led courses and e-learning courses.
- Assist with technical support of the Department's Learning Management System (LMS).
- Prepare rosters for instructor-led courses.
- Maintain and update training attendance records.
- Coordinate with external training providers as necessary.
- Assist with coordinating classes, including enrolling employees, communicating setup requirements for training venue, and coordinating refreshments (when applicable).
- Set up audio and visual equipment for training classes.
- Assist and coordinate ROADEO activities.
- Coordinate the Department's CPR and First Aid training requirements.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Ability to interpret and apply Department policies and procedures. Excellent organizational skills and strong attention to detail. Strong sense of urgency and follow-through. Ability to effectively communicate verbally and in writing to employees and managers at all levels. Excellent customer service skills. Strong computer skills. Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook. Some statewide travel may be required.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

