

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Human Resources Staff Training and Development Coordinator
Location:	Big Rapids (Main Campus)
Department:	53000 - Human Resources
Advertised Salary:	\$45,000-\$47,000
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	<p>Under the direction of the Associate Vice President for Human Resources, the HR Staff Training and Development Coordinator is responsible for the administration and coordination of training and professional development programs logistics for the non-faculty staff of the University. The Staff Training and Development Coordinator must display a commitment to providing superior customer service and value working with a diversity constituency. Develop, coordinate, and conduct training and professional development programs for employees in both Big Rapids and Grand Rapids. Maintain training databases, collaborate to deliver training and development, and apply assessment tools for continuous improvement.</p>
Position Type:	Staff
Required Education:	Bachelor's degree in Human Resources, Communications, or relevant field.
Required Work Experience:	<ul style="list-style-type: none"> • Minimum of 3 years providing training and course development in a number of areas, including Microsoft Office, Human Resources and Business Operations.

	<ul style="list-style-type: none"> • Prior experience in the development of organization-wide training strategies. • Successful experience delivering both online and face-to-face training. • Successful experience working with training management tools. • Experience working with diverse populations in a community or complex organization.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Balancing • Heights • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	Advanced education in training and development. Experience developing and analyzing workforce metrics, models, and competencies.
Essential Duties/Responsibilities:	<ul style="list-style-type: none"> • Consult with the AVP of Human Resources and University staff to identify training needs and develop specific programs to meet those needs. • Works as an integral member of the HR Team to ensure organizational development and training programs are provided for staff. • Coordinate external compliance and other assigned training. • Plan, promote, conduct and evaluate responsive organizational development and training programs for staff. • Determine the most appropriate method of program delivery, e.g. on-line, interactive, lecture or group instruction.

	<ul style="list-style-type: none"> • Research, identify and recruit consultants, guest speakers and facilitators. • Coordinate with University staff to deliver various management training and other training/consulting activities. • Facilitate the New Employee Onboarding program. • Facilitate train-the-trainer programs. • Provide individual learning and coaching opportunities. • Develop and oversee a database of training programs. • Implement a process to monitor and review the effectiveness of training programs/materials by analyzing feedback from University staff and facilitators. • Develop and prepare periodic and special reports on training activities. • Make recommendations for program improvement, meeting the needs of the organization in a positive and collegial manner. • Ensure that training materials are current and accurate. • Maintains knowledge of new methods and techniques for training and development. • Conducts or facilitates required and recommended training sessions. • Collaborate with HR staff to ensure alignment and consistency of training. • Any other duties assigned within the position classification area. • Report directly to the Associate Vice President for Human Resources. • Maintain the confidentiality of designated information. • Perform all duties in compliance with applicable University policies and procedures as well as state and federal requirements. • Demonstrate an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.
Marginal Duties/Responsibilities:	Serve on University committees as assigned.
Skills and Abilities:	<ul style="list-style-type: none"> • Highly proficient in Microsoft Office. • Excellent communication, presentation, leadership, and organizational skills.

	<ul style="list-style-type: none"> • Ability to work in a continuous quality improvement manner through life-long learning and collaboration. • Ability to create an inclusive and high quality Human Resources Staff Training and Development Center. Ability to work effectively as a member of a team. • Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Transcript
Optional Documents:	
Special Instructions to Applicants:	
Initial Application Review Date:	March 6th, 2023
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .