

Title: Training Coordinator	Effective Date: November 3, 2021	Grade: IX	Job Category: Admin. Support
Prior Title: Training Coordinator	Prior Effective Date: September 8, 2015	Grade: X	Page: 1 of 2

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for coordinating training activities for the Department, as well as assisting the Workforce Development Coordinator with development of training course materials and 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, including Professional Development Hours (PDH) and Continuing Professional Education (CPE) documentation and related reporting requirements as needed.
- 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 and enter attendance information.
- Assist with teaching online and classroom training courses.
- Coordinate with external training providers as necessary.
- Assist with coordinating classes, including enrolling employees, setting up or communicating setup requirements for training venue, and coordinating refreshments (when applicable).
- Assist with coordinating venues and logistics for external training courses.
- Assist with coordinating venues and preparing training materials for the Maintenance Training Academy, CDL Training, Leadership Development Program, etc.
- 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

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in Human Resources Management, Organizational Management, or related field; OR the educational equivalent to a diploma from an accredited high school plus four years of related experience.

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Knowledge, skills and abilities:

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. Ability to multi-task and balance multiple priorities effectively in a fast-paced environment.

Working conditions:

Some statewide travel may be required.

Licenses, registrations and certifications:

Valid driver's license.

("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.