

JOB DESCRIPTION

(Date)

POSITION TITLE: Training Assistant

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Administers, organizes, and conducts company training programs for clerical, supervisory, technical, and lower-level management personnel.

Work occasionally requires the employee to assess several elements and alternatives that involves minor research. Work sometimes requires the employee to modify methods and procedures or plan and establish new methods and procedures.

II. ESSENTIAL FUNCTIONS:

Researches, plans, organizes and conducts training programs, seminars, and conferences for clerical, supervisory, technical, and lower-level management personnel.

Confer with Department Managers to determine training needs as to type, extent and scope, schedules and procedures.

Writes material for new training programs; reviews, evaluates, and modifies existing and proposed programs, and recommends appropriate changes.

Assists outside consultants with preparing and administering various training programs.

Administers and evaluates training program qualification tests and determines eligibility of prospective attendees.

Analyze existing systems and prepare recommendations and objectives for study and approval. Compile findings, data, forms, etc., and analyze results to determine advantages of systems revisions and prepare evaluation report.

Prepares and distributes training aids such as instructional material, handouts, evaluation forms, and visual aids; sets up audiovisual equipment and makes presentations when necessary.

Contacts attendees and department representatives about training program.

Schedules the appropriate classroom and prepares the physical setup.

Ability to communicate with company employees, trainers from other companies, professional training group members, and consultants by phone, in person, or through correspondence.

III. QUALIFICATIONS AND EXPERIENCE:

Bachelor's degree or equivalent experience with at least two (2) years related experience.