|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Learning & Development Specialist | **Job Family:** | Human Resources |
| **Reports To:** | Director, Human Resources | **FLSA Status:** | Exempt |
|  | | | |
| **JOB SUMMARY** | | | |
| The L&D Administrator is responsible for developing, planning, scheduling and monitoring employee development and leadership programs corporate-wide. A successful L&D Administrator at Matrix is a strong communicator, highly organized, confident in his or her ability to make decisions, an effective time-manager, and able to collaborate with all stakeholders. | | | |
| **ESSENTIAL FUNCTIONS** | | | |
| * Identifies and monitors training needs for the corporation. Meets with division and department heads to evaluate requirements or may conduct employee surveys to gauge interest in different topics. * Collaborates with Director of Humans Resources and Subject Matter Experts to develop and maintain soft skills and technical skills content and materials – including written materials, help documents, recorded information, and electronic resources. * Delivers live classroom training as needed using adult learning concepts and engaging design. * Oversees New Hire Orientation and Onboarding programs. Monitors and improves these processes as needed. * Collaborates with Learning and Development Coordinator on the development of recorded content, tools training, and other projects as needed. * Selects and assigns subject matter experts and training consultants to identified training and development activities. * Manages external vendor relationships. * Develops participant lists and works with administrative support roles to schedule classes based on availability of classrooms and/or instructors. * Monitors and evaluates training effectiveness; updates curriculum and programs as-needed. * Aids in the development and implementation of Emerging Leaders and High Potential leadership programs. * Helps develop and implement manager training curriculum. * Monitors and helps maintain internal learning management system and performance management tools – including content management and employee record updates. * Communicates training opportunities and programs to employees. | | | |

|  |
| --- |
| **JOB REQUIREMENTS AND QUALIFICATIONS** |
| **Education and Prior Work Experience:**   * Bachelor’s degree in Human Resource Management, Organizational Development, or related degree required * Two or more years of experience as a training coordinator, specialist, administrator, facilitator, or similar role is required. |
| **Other Requirements (licenses, programs, certificates):**   * Experience developing, implementing and monitoring remote and regional training is preferred * Familiarity with traditional and modern job training methods and techniques and adult learning concepts * Experience with e-learning and Learning Management Systems (LMS), SharePoint, and training recording tools (Camtasia, Captiva, etc.) strongly preferred * Proficient with MS Office * Advanced organizational and communication skills. * Experience in an engineering, consulting, or technical environment preferred. |
| **OTHER INFORMATION** |
| **Travel Requirements:**   * Occasional local and/or overnight travel may be required, up to 15% annually   **Physical Requirements:**   * While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk, and hear. * The employee may occasionally be required to lift and/or move objects up to 10 pounds. * Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.   ***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*** |