#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Training & Assessment Coordinator

**Job Number:** A-490 | VIP: 1958

**Band:** OPSEU-9

**Department:** Student Housing

**Supervisor Title:** Assistant Director, Business Services & Initiatives

**Last Reviewed:**  November 27, 2023

#### **Job Purpose:**

The Training & Assessment Coordinator will develop and coordinate the employee training and professional development and department assessment programs for Student Housing. The incumbent will lead the development of department training initiatives and provide support to supervisors and teams in identifying, developing, delivering, and assessing training and development sessions. The incumbent will provide support to the residence life, residence education, facilities, operations, off-campus housing, and business services teams with a staff complement of 100+ exempt, OPSEU, and student employees. The incumbent will also oversee the implementation of the department assessment plan, including conducting needs, learning, and program outcomes assessment and satisfaction evaluations.

#### Key Activities:

* Design, coordinate, implement, and assess employee training and development programs for the department.
* Assist supervisors in identifying employee training and development needs and support supervisors in the development and delivery of teaching materials.
* Develop learning outcomes and assessment plans for all training and professional development activities.
* Maintain department training and development materials, records, and files.
* Coordinate with campus and external partners on the development and delivery of training and development programs.
* Coordinate the department learning management system, including developing course content, materials, and learning assessments.
* Design and implement the departmental assessment plan, including facilitating annual and ad-hoc surveys and focus groups.
* Perform data analyses to provide interpretations and make recommendations to leadership.
* Formulate research questions, conduct literature reviews, write briefs, white papers, and alert staff on implications of new research in the field.
* Consult supervisors on the development, and management of the departmental training and assessment budgets.
* Some evening and weekend work may be required.
* Other duties as assigned.

#### Education Required:

* The Master’s degree in Adult Education, Organizational Behaviour, Leadership, or a related field.
* A post-graduate certificate in Human Resources Management or Teaching and Learning is preferred.
* Certification in SafeTALK, ASIST, and/or Mental Health First Aid is an asset.

#### Experience/Qualifications Required:

* 5 years’ experience including experience in training and/or assessment. Multiple years of experience working as a professional staff member in student affairs and/or student housing is an asset.
* Demonstrated expertise in developing needs analysis, designing curriculum and teaching materials, facilitating, and delivering training and development activities.
* A deep understanding of learning styles, adult learning principles, program and learning outcomes, assessment, student development theory, and universal design is required.
* Experience in using interactive and multi-media technologies to facilitate effective learning. Practical experience with learning management systems is preferred.
* Experience with qualitative and quantitative assessment and evaluation methods.
* Working knowledge of the Employment Standards Act, Accessibility for Ontarians with Disabilities Act, Human Rights, and the Freedom of Information and Protection of Privacy Act and their implementation.
* A high degree of initiative, resourcefulness, and critical thinking.
* Detail orientation with an ability to manage multiple and competing tasks and priorities.
* Attitude and aptitude toward continuous improvement.
* Commitment to equity, diversity, inclusion, and accessibility.