



**Job Specification**

**Job Title: Training Coordinator**  
**BCAT Code: 505 XBL**  
**Pay Grade: G12**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Provides instruction, training, and design/coordination of state or grant funded educational and developmental activities for an office, department, college, division, etc.

**Examples of Duties**

- Provides training and technical support.
- Collects data on training participants and activities
- Evaluates and creates report and correspondence on data collected or generated, or on training activities.
- Assesses training needs and follows up with the development of training participants.
- Develops materials, monographs, techniques, and brochures for training sessions.
- Serves liaison or point of contact between training activity or program and other internal and external entities.
- Assists in administering policies and procedures for the Director's office.
- Performs other training related duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of training techniques, policies, and procedures.
- Knowledge of computer or training related software/hardware (spreadsheets, databases, presentations, and word processors).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and one year of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*