

Training & Outreach Coord

As of 2021-11-05

General Information

Profile ID: 030_647X20 Training & Outreach Coord Profile Status: Active
Profile type: JOB Job Profile Status Date: 2020-03-22

Profile Identities

Profile Identity Option:	Set ID	Key 1 Value	Key 2 Value	Description
JOB_CODE	03000	647X20		Training & Outreach Coord

Equal Employment Opportunity

Title	Equal Employment Opportunity
Equal Employment Opportunity	Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities. Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.

Job Summary

Title	Job Summary
Job Summary	Coordinate the development, promotion, presentation, follow-up and technical support requirements for training and educational programs and projects originating within an assigned organizational unit. This position will interact on a consistent basis with: unit management and staff, vendors/contractors, presenters and participants. This position typically will advise and counsel: unit management and staff. This position will supervise: NA.

Job Duties/Responsibilities

Title	Job Duties/Responsibilities
Job Duty 1	Assess and respond to training technology needs based on program content and objectives.
Job Duty 2	Serve as liaison between/among various training support organizations and participants, facilitating efficient promotion, production and presentation.
Job Duty 3	Conduct/participate in delivery of training program sessions.
Job Duty 4	Coordinate production support activities associated with assigned program (e.g. technical assistance, marketing, promotion, registration,

Title	Job Duties/Responsibilities
	etc.).
Job Duty 5	Evaluate/track training program experiences; maintain related databases.
Job Duty 6	Perform other duties as assigned

Required Qualifications

Content Item ID	Description
EDREQ	Bachelor's Degree or equivalent combination of education and experience
REQEXP	Two to three years of job related experience

Knowledge, Skills, & Abilities

Content Item ID	Description
SKILLS	This job requires working knowledge of planning, developing, delivery and evaluation of professional level training and development programs. Includes skills in spoken and written communication, public speaking, presentation, marketing and use of related technology. Use of office and specialty computer applications is required.

** End of report **