



POSITION DESCRIPTION

FUNCTIONAL TITLE: Learning & Development Coordinator	POSITION TITLE: Coordinator
DIVISION: Administrative Services Division (ASD)	SALARY BAND:
DEPARTMENT: Libraries Human Resources (LHR)	LOCATION: McKeldin (Main Library)
REPORTS TO: Director, Libraries Human Resources	TELEWORK ELIGIBLE: Yes
CLASSIFICATION: 33 Exempt; Regular	DATE APPROVED:

POSITION SUMMARY

Reporting to the Director of Libraries Human Resources, the Learning & Development Coordinator completes a variety of tasks to support the Libraries Human Resources (LHR) office with primary responsibility for planning, designing, developing, and facilitating learning and development programs for University Libraries employees. The Coordinator actively works to promote a culture of continuous learning, improvement and development. Duties are performed at the professional level and include: needs assessment, project management, participating in the execution of large-scale organizational projects and strategic plan initiatives.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Coordinator performs the following essential functions:

Training Development & Facilitation (60%)

- Plans, designs and facilitates training programs, team building activities, and other development initiatives or processes that support University Libraries' objectives while cultivating a respectful and inclusive culture.
- Employs a variety of learning experience and design solutions to achieve objectives including: classroom programs, eLearning and other blended learning solutions such as live webinars, web-based self-directed learning, and other learning resources, tools, and solutions.
- Supports the Libraries' retention and succession planning strategies through the design of high potential talent development programs.
- Cultivates effective working relationships with internal/external subject matter experts and facilitators, and may manage specialist vendor partnerships to provide leadership development curriculum and programs.
- Serves as coach and advisor to supervisors and managers on individual and team development needs.
- Coordinates new manager orientation and onboarding and develops support materials providing the information, tools and resources necessary to carry out management responsibilities.
- Measures and evaluates training outcomes, effectiveness, and participant satisfaction through appropriate mechanisms, culminating in an annual summary report; evaluates and implements improvements as needed.
- Reviews, tracks, and documents compliance with required Libraries and campus trainings. This may include safety training, anti-harassment, and diversity related training.

Human Resources Operations (30%)

- Collaborates with LHR's talent acquisition team to support or manage searches, on-boarding and off-boarding processes including talent engagement.
- Performs routine tasks required to administer and execute human resources programs including but not limited to performance and talent management, compensation, benefits, recognition, and morale.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Participates in developing department goals, objectives, processes and systems.
- Enforces HR processes and policies for organizational effectiveness.
- Assists with information gathering for regulatory and compliance reporting, and legal audits.
- Conducts exit interviews and analyzes/communicates overarching themes; conducts fact finding, explores solutions and makes recommendations to address issues.
- Prepares ad hoc reports as necessary or requested.

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Other Duties & Responsibilities (10%)

- Participates in university and/or library activities and training related to promoting diversity, equity, inclusion, and accessibility.
- Contributes to achieving the University and/or the Libraries diversity, equity inclusion and accessibility goals.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

REQUIRED SKILLS & ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite, Google Workspace, or related software.

Education and Experience:

- Bachelors degree in Human Resources, Organizational Development, Business Administration, or related
- 2-3 years of related human resources and/or training design and facilitation experience
- Experience in the administration of human resources programs

PREFERRED EDUCATION, EXPERIENCE & SKILLS

- 3-5 years of HR and/or training design and facilitation experience
- Associate Professional of Talent Development (APTD) certification or relevant HR certification (e.g. PHR, SHRM-CP)
- Prior work experience in a library or an institution of higher education

WORK ENVIRONMENT

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates in a professional office environment and routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job entails primarily sedentary work that involves sitting, standing, the ability to occasionally transport up to 20 pounds, and the ability to access or navigate Libraries and campus facilities.

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POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position (40 hours/week); typical work days/hours are Monday through Friday, 8:00 AM to 4:30 PM.

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TRAVEL

Limited travel ($\leq 5\%$) is required for this position.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, activities, and responsibilities may change at any time.

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and understand the above job description. I also understand that the University of Maryland Libraries retains the right to change this job description at any time. _____

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the University of Maryland Libraries is "at will," for an unspecified duration, and may be terminated at any time by the employer or me. _____

I understand that I am an exempt employee and therefore, may at times be required to work in excess of 40 hours per week without overtime compensation. _____

Employee's signature below constitutes employee's acknowledgement and understanding of the requirements, essential functions, and duties of the position.

Employee Name _____ Date _____

Employee Signature _____