



Training and Development Assistant

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TRAINING AND DEVELOPMENT ASSISTANT	1780	B13	\$35,439 - \$52,388

GENERAL DESCRIPTION

Performs routine to moderately complex (journey level) training and development assistance work providing support for administrative and coordination functions related to training and development programs. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Organizes and prepares materials and supplies for training and development courses, such as notebooks, handouts, flip-charts, projectors, laptops, or other resources.

Enters data into a training and development database.

Maintains training and development records and equipment.

Helps compile reports on training and development programs.

Assists in scheduling and registration for training and development courses and conferences, and in preparing and updating course rosters.

Assists with maintaining training and development records and calendars, including completing records of participation.

Assists with coordinating and maintaining a schedule for training and development presentations.

Assists in preparing articles for in-house publications.

May occasionally assist in delivering training in a classroom or in a distance learning or e-learning environment.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in training and development assistance work. Graduation from a standard senior high school or equivalent supplemented by coursework in human resources management, organizational development, or education is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of training and development procedures and techniques.
- Skill in using a computer and applicable software.
- Ability to communicate effectively.