

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

TRAINING AND DEVELOPMENT COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

JOB FAMILY: HUMAN RESOURCES

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Training and Development Coordinator provides training and development to employees (faculty and staff) in a variety of roles. This position develops, coordinates, and facilitates training certification programs for all employees to ensure the continuous development and monitoring of quality service standards. The Training and Development Coordinator will be expected to motivate high performance toward the achievement of individual and group goals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Facilitates employee training using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.

Designs and creates training manuals, online learning modules, and course materials.

Performs administrative tasks such as scheduling classes, setting up systems and equipment, and supporting enrollment and completions, especially of one-off training deliveries.

Assists with planning and implementing special training events.

Coordinates with external providers of specialized training as necessary, in designing and coordinating the implementation of training. Chooses appropriate training methods (simulations, computer based, professional development classes etc.).

Monitors and evaluates training programs to ensure they are current and effective.

Assesses training needs through surveys, interviews with employees, or consultations with managers or instructors.

Conducts train-the-trainer programs to produce subject matter experts for effective course review that enhance teaching and learning.

Develops, facilitates, coordinates, directs, and/or monitors technology-based, compliance, and/or certificate training programs.

Provides training and development support to maintain appropriate employee skills and knowledge to support student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

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SUPERVISION EXERCISED

Employee may perform in a supervisory capacity over assigned project staff or part-time staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience or Associate's degree from a regionally accredited institution and seven (7) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and eight (8) years of related experience or Associate's degree from a regionally accredited institution and ten (10) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 6/2016

Revised: 08/2016; 1/14/2026