Duke University
Division of Student Affairs
Exempt Position Description

Official Job Title: Education and Training Practitioner
Working Title: Associate Director, Human Resources
Job Code/Level/Family: 2698/13/28
Department: Resource Administration
Supervisor: HR Director, Student Affairs
Position Status: Exempt, Full Time
Schedule Note: occasional evenings and/or weekends may be required

Scope of Responsibilities
Plan, deliver and assess a comprehensive professional development program focused on increasing staff skills and expertise in areas related to Student Affairs’ student-centered strategic goals¹, expected professional competencies², and other priorities as identified by senior leadership. Collaborate with colleagues and field experts to design, conduct and/or broker the delivery of training and education employing state-of-the-art pedagogical and technological methods. Assemble and maintain resources of off-campus professional development opportunities via a website or other electronic media. Establish learning outcomes and an assessment strategy to evaluate and improve the effectiveness of training/education initiatives.

Specific Duties

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<th>Specific Duties</th>
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<td>1. Coordinate, curate, design, deliver and/or otherwise facilitate/broker structured learning experiences to increase skills and expertise of staff in their daily work. Establish a broad network of experts internal and external to Student Affairs and collaborate on the development of curricula and programs. Employ state-of-the-art pedagogical and technological methods to deliver content. Provide consultation to staff on pedagogical and technological methods for developing and delivering co-curricular education to students.</td>
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<td>2. Assist in planning, implementing and evaluating key division events that advance strategic goals.</td>
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¹ Student-centered goals include values coherence, life goals and skills, cultural competency and social responsibility, relationships, and wellness.
² Student Affairs professional competencies are based on the ACPA/NASPA Professional Competencies and include: Advising & Supporting; Assessment, Evaluation & Research; Law, Policy & Governance; Leadership; Organizational & Human Resources; Personal & Ethical Foundations; Social Justice & Inclusion; Student Learning & Development; Technology; and Values, Philosophy, and History of the Student Affairs Profession.
3. Establish and monitor a multi-year operational plan for professional development. Determine training priorities in line with available resources. Establish and monitor an assessment plan to determine staff needs, learning outcomes, design and effectiveness of professional development curricula and programs, using formative and summative assessment tools. Collaborate with the Office of Assessment on employee surveys, data analysis, and report preparation. Assess work environment readiness to engage in specific training or development and adjust marketing initiatives and delivery methods as necessary.

4. Assemble, maintain, and promote an accessible resource depository of staff professional development opportunities from internal and external sources via a website or other electronic media.

**Minimum Qualifications**

**Education:** Bachelor’s degree required. Master’s degree in a relevant discipline strongly preferred.

**Experience:** At least of four years of experience in increasingly responsible positions in instructional technology, teaching, or other related field including developing, teaching, and assessing training and/or education programs. Five or more years of related experience strongly preferred. Demonstrated expertise in one or more of the student affairs professional competencies desired.

**Required Skills and Competencies**

- Expertise in curriculum development and pedagogical approaches including active learning
- Proficiency with one or more learning management systems and a wide range of other educational technologies
- Demonstrated effectiveness in consulting and collaboration with subject matter experts to assess learning needs and identify high-impact learning solutions
- Cultural competency demonstrated via success in working as part of a team as well as with individuals of diverse backgrounds and skills
- Demonstrated success in collaborating across units and fields of expertise
- Knowledge and experience with quantitative and qualitative assessment methodologies and data analysis
- Excellent teaching and communications skills
- Demonstrated organizational skills with respect to handling multiple projections/priorities and meet deadlines