

JOB ANNOUNCEMENT

Human Resources Department, 2006 South Ankeny Blvd., Bldg. 1, Ankeny Iowa 50023
 Phone: (515) 964-6301 FAX: (515) 965-7316 Email: jobs@dmacc.edu
 WEB: https://jobs.dmacc.edu

Position Information

Job Title	Coordinator, Training and Development
Campus	Ankeny Campus
Job Number	24-A67
Employment Date	As soon as possible.
Job Category	Standard
Application & Position Contact Information	Human Resources at (515) 964-6479 or jobs@dmacc.edu for information concerning the application process. Amee Austin at 515-964-6248 or aeaustin3@dmacc.edu for information concerning the position or your status once the position has closed.

Posting Detail Information

Salary Information	<p>Starting salary: \$57,381 - \$67,507</p> <p>The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. The starting salary range represents the College's good faith and reasonable estimate of the range of possible compensation at the time of posting.</p> <p>Pay Grade: AJ</p>
Job Summary	<p>Develop, schedule, conduct and/or arrange non-faculty employee orientation and training to improve employee performance and promote employee retention. Orient new full-time non-faculty employees through acquainting, introducing, and connecting them to the College, including Banner Self-Service, Banner 9, MyDMACC, Outlook, HRIS systems and Microsoft Teams. Collaborate within HR and across the District in identifying training profiles for Administrative Professional and Support Staff. Ensure timely completion of all mandatory training requirements for all employees.</p>
Essential Functions	<p>Develop, schedule, conduct, arrange and/or arrange face-to-face and online training for full-time non-faculty employees in accordance with the orientation program. Manage internal department processes for the orientation of employees, specifically the facilitation of understanding of College systems. Guide departments/employees through the orientation process.</p> <p>Assist departments in developing training profiles and maintain the profiles to support ongoing development for full-time non-faculty employees. Coordinate within HR and other departments in identifying training cadres charged with scheduling, developing and providing this ongoing development and learning. Serve as the liaison for supervisors and employees and identify supports for training.</p> <p>Develop, schedule, conduct, and/or arrange mandatory training for non-faculty employees in accordance with the requirements and in coordination with the Compliance Officer. Develop and maintain training profiles and systems to ensure compliance. Assist HR in the monitoring faculty SDU's.</p> <p>Provide administrative and reporting support for the College's Learning Management System. Partner with other college departments in learning how to use the system to support employee access to training materials and resources. Monitor, evaluate and record training/professional development activities for effectiveness.</p> <p>Maintain, support and analyze data for the Human Resources department in fulfillment of the data scorecard for the College and Department.</p> <p>Coordinate the annual district-wide employee awards, including service awards. Responsible for setting the date, gathering rubrics and assisting in the identification of award recipients. Work with other departments in their organization of the awards and celebratory events. Partner with the Marketing department in promoting and publishing of award recipients.</p> <p>Perform other duties as assigned.</p>

Required Qualifications	<p>Bachelor's degree and two years of work experience OR Associates Degree and 6 years of work experience. Work experience should be in the areas of: Education, Business, Training and Development, Human Resources, IT Technology Training or related.</p> <p>Demonstrated ability to effectively communicate in a variety of modalities; face to face, written, and interpersonal.</p> <p>Experience with Microsoft Office Suite including Word, Excel, PowerPoint, Access, Outlook.</p> <p>Adeptness in learning software applications.</p> <p>Experience with operating systems.</p> <p>Ability to plan, organize and manage time.</p> <p>Demonstrated ability to establish and maintain a professional working relationship with a wide variety of individuals coming from diverse backgrounds.</p>
Desired Qualifications	<p>Understanding of learning styles and adult learning practices.</p> <p>Use of a learning management system.</p> <p>Experience with online learning.</p> <p>Demonstrated experience and knowledge of an HRIS system similar to PeopleAdmin.</p>
Physical Requirements	<p>Constant: Sit</p> <p>Occasional: Lift Floor to Waist < 10 lbs Carry < 10 lbs x 100 ft Push/pull horizontal 10 lbs x 18 in Lateral Pinch Forward reach Crouch Neck Flexion, Extension & Rotation Fine Motor Coordination Hand & Foot Coordination Stand Ability to be Mobile</p> <p>Mobility accommodations will be reviewed on a case-by-case basis and determined by the essential functions of this position.</p>
Physical Demand Category	Light
Post offer, Pre-Employment Physical Test	N/A
Work Schedule	Monday - Friday, day hours.
Posting Date	05/24/2024
Deadline for Submitting Applications	06/07/2024
Open Until Filled	No
Special Instructions to Applicants	<p>DMACC is an Affirmative Action/Equal Employment Opportunity employer and embraces diversity. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Individuals with disabilities desiring a reasonable accommodation in the application process should notify Human Resources at 515-964-6301 or by email jobs@dmacc.edu.</p> <p>THIS VACANCY REQUIRES: 1) A complete DMACC Employment Application (personal information, educational history, employment history, and supplemental questions). Incomplete applications and commenting "See Resume" will not be accepted. The application form will be used to screen applicants for required qualifications. 2) Attachment of transcripts to your electronic application. Transcripts must include the applicant's name and degrees conferred. Scanned copies are acceptable.</p>
Quick Link for Postings	http://jobs.dmacc.edu/hr/postings/11596

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1576, fax 312-730-1576, TDD 800-877-8339, email OCR.Chicago@ed.gov.