

<b>Functional Area:</b>	Office of the Vice President for Finance: Practice & Process Improvement		
<b>Job Title:</b>	HR-PE054 Training Specialist	<b>Position Title:</b>	Training Specialist
<b>Reports to:</b>	Senior Director for Practice and Process Improvement	<b>Prepared On:</b>	February 2019
<b>Level: P</b>	<b>Duration (if applicable):</b>	<b>Hours per week/status:</b> 40/Exempt	

**GENERAL OVERVIEW**

The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute’s financial resources. Forward-thinking and future-oriented, this 165-person office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

**POSITION OVERVIEW STATEMENT**

The Training Specialist is responsible for identifying, designing, developing, curating, delivering, and assessing training programs for the MIT community that address VPF’s financial practices and processes, through in-person and online courses. He or she will be tasked with assessing learning and development needs in an inclusive process and through a strategic lens. The ideal candidate will cultivate value-added client relationships across the Institute and provide relevant, meaningful, and timely learning solutions to support VPF’s customer-centric mission.

**PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

- As part of the Practice & Process Improvement Team, work to define the overall training strategy for VPF, including planning and implementing VPF’s training vision
- Collaborate with VPF Directors and business leads to create community-related training on VPF’s financial practices and processes for VPF business units as well as the greater MIT community
- Design, develop, and deliver curriculum content, training materials, training modules, teaching aids, and manage all aspects of curriculum development programs
- Engage in an ongoing and robust assessment process to evaluate VPF’s training effectiveness, gather feedback and evaluation data to support continuous improvement
- Research new training techniques, tools, and enabling technologies, and suggest enhancements to existing training programs
- Maintain portions of VPF’s existing training inventory, and develop a maintenance plan that leverages data and includes regular review and updates to training materials in order to identify and address content and programmatic gaps
- Using a consultative approach with partners across the Institute, assist in clarifying needs related to training, educate community members about available learning programs, and assist them to make the most appropriate choices based on their needs and resources
- Help organize VPF Hot Topic Forums: identify topics, coordinate with presenters, and analyze trends

- In consultation with the VPF Communications team, ensure that training outreach communication and learning materials align with VPF branding, communications philosophy, voice, style, and tone
- Other duties and special projects as assigned

## **QUALIFICATIONS**

### **Required:**

- Bachelor's degree
- Minimum of three years' experience in training design, development, and delivery in an academic or related setting
- At least one year of demonstrated project management experience, preferably in a training or higher educational setting
- Experience with the full training cycle: designing, delivering, evaluating, and assessing, results-based training
- Strong instructional design skills, with the ability to develop diverse learning solutions that provide high impact and sustained learning
- Knowledge of training development tools
- Exceptional skills to organize, work, and partner with others to ensure high quality
- Excellent interpersonal skills, including the proven ability to establish rapport and credibility with a wide range of constituencies in a culturally diverse environment
- Ability and willingness to stay current with new training technologies and trends
- Ability to work independently with minimal supervision

### **Preferred:**

- Experience with VPF processes and procedures
- Experience with Articulate 360 Software and/or Adobe Captivate

## **SUPERVISION RECEIVED**

Receives supervision from the Senior Director for Practice and Process Improvement

## **SUPERVISION EXERCISED**

None

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization and/or visa sponsorship for this position.

This position has a 6-month probationary period for new employees to the Institute.

*VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.*

*MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.*