UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
DIRECTOR OF STAFF TRAINING AND DEVELOPMENT

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Human Resources:
The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

Essential Functions:
Develop and manage comprehensive training program to enhance skill building, professional development, leadership development, management and supervisory programs. Advise departments on organizational design and effectiveness strategies. Administer individual needs assessments, facilitate change management and strategic planning to improve effectiveness, enhance workplace culture and increase employee engagement.

Key Responsibilities Include:
- Develops and implements programs to enhance individual skill building, professional development, leadership development, management and supervisory programs.
- Administer, or oversee implementation of, individual needs assessments, change management, facilitation and strategic planning to improve effectiveness, enhance workplace culture and increase employee engagement.
- Provides guidance to department supervisors and professional staff members who are involved in the development and execution of the organization training and development programs including developing individuals and providing cross training.
- May assume responsibility for large-scale training programs, initiatives and budget.
- Recommends changes to existing policies and procedures to positively impact effectiveness of training and development programs.
- Collaborates with other managers on long range planning.
- Acts as an advisor to staff members to meet schedules and / or resolve training issues.
- Develops and administers schedules and performance requirements.
- Fulfills training program budget responsibilities.
- Meets annual goals assigned by manager and remains within allocated budget guidelines.
- Influences organizational leadership on strategic workforce development initiatives.
- Advises manager on matters pertaining to department.
- Accepts changes in priorities and communicates those changes effectively to assigned staff members.
- Recognizes issues that have organization impact or future implications and advises manager appropriately.
- Anticipates future needs, challenges and opportunities, and works in a highly effective and collaborative manner across the organization with people of diverse cultures.
- May serve as leader for members of a project team.
- Leads and guides staff to apply knowledge of best practices to partner with clients to identify opportunities by evaluating and recommending solutions. Strategizes and evaluates current and new technologies.
Minimum Requirements:
- Bachelor's degree in related area and / or equivalent experience / training.
- Strong skills to conduct needs assessment and program development and delivery.
- Excellent program administration and project management expertise.
- Excellent skills to influence and to translate training and learning language to the business and vice versa.
- Maintains effective professional relationships with organization department managers as well as other managers in the field.
- Strong, effective and clear verbal, written and interpersonal communication skills and strong presentation skills.
- Strong knowledge of workforce development trends and appropriate application to meet organization needs as well as organization human resources policies and procedures and department / program budgeting process.
- Strong management skills, including strong skill in directing and developing staff members.
- Strong knowledge of how training and other workplace learning and performance strategies can best be leveraged to achieve business success and add value at the functional level.
- Strong knowledge of training and development programs and organization business strategies to ensure proper alignment of training programs.
- Strong understanding of the goals of the university and ways in which this position can support those goals.

Preferred Qualifications:
- Advanced degree in organizational psychology or related field.
- Demonstrated expertise in principles of organizational design and organizational development.

Conditions of Employment: This is a full-time, career position. The work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is commensurate with experience. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice. All applicants who are selected for an interview will need to submit a work sample as part of the selection process.

Benefits of Belonging: We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions: To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Director of Staff Training and Development position number is 201510230102.

Filing Date: Open until filled.