



Professional Development Trainer
Full Time
Campus TBD

Job Summary:

Georgia Northwestern Technical College (GNTC) is seeking qualified applicants for the position of a Professional Development Trainer. This position will be located at one of GNTC's campuses and will require regular travel to other campuses to meet operational requirements. The ideal candidate is a creative and innovative professional with strong communication skills ready to engage employees in professional development. This position will be responsible for coordinating and facilitating all State-wide mandatory training, Technical College System of Georgia (TCSG) mandatory training, GNTC employee training, and facilitating new hire orientation. This position will report to the Human Resources Manager. The hours for this position are 7:45am-4:15pm, Monday – Friday.

Duties/Responsibilities:

- Coordinates all State and TCSG mandated training with employees
- Coordinates all GNTC employee required and/or optional training with employees
- Implements employee training that may include in-person, online, and hybrid
- Ensures all employee trainings are recorded in applicable platforms
- Communicates trainings assigned with Supervisors
- Communicates with all third-party training vendors for any support needed by the college or employees
- Maintains up-to-date knowledge of all training topics and suggests additional topics for new trainings with coordination of HR Manager
- Facilitates and coordinates new hire orientation with new hires and all applicable parties
- Coordinates with internal and external key speakers, community partners and guest speakers
- Assists applicable departments with planning of annual GNTC Professional Development Days
- Serves as a guest trainer for other TCSG colleges and/or meetings when needed
- Assigns individual training when needed for positive discipline cases
- Other duties as assigned

Competencies:

- Skills in developing, delivering, and presenting training through multiple methods including but not limited to in-person, online, virtual, and multimedia.
- Skills in interpersonal relations and dealing with the public and employees across all levels of an organization

- Strong oral and written communication skills
- Knowledge of Human Resources best practices
- Knowledge of state and federal employment laws
- Knowledge of college, state, and local policies and processes
- Skills in the operation of computers and job-related software programs including but not limited to Outlook, Word, Excel, and PowerPoint
- Strong decision making and problem-solving skills

Minimum Qualifications:

Associate's degree from an accredited college or university ***and*** three (3) years of work-related experience in this position. *Note: Experience may substitute for the degree on a year-for-year basis.

Preferred Qualifications:

Six or more years' experience as a Trainer for an organization across multiple locations. CPTD Certification, SHRM-CP/SHRM-SCP Certification, or PHR/SPHR Certification or studying towards one of these certifications. A broad knowledge of human resources practices. Experience in ensuring compliance with State and Federal employment law.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$55,000

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Until Filled.

Application Process:

All application packets **MUST** be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses,

certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.