



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Training & Development Coordinator
Department:	Office of Human Resources
Reports To:	Director of Training & Development
Location:	Onsite – Clark Atlanta University

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

Job Summary (Description):

The Training Coordinator will play a vital role in supporting the Training Director with designing, implementing and evaluating strategic learning programs for faculty and staff. This position is aligned with key institutional goals and ensures training initiatives are executed timely to support employee development. The T&D Coordinator is funded via the TIII grant administration and allocated to the Office of Human resources, effective October 1, 2025.

Key Responsibilities:

- Support the implementation programs, workshops, seminars, and online learning modules
- Organize collaborative learning sessions, market events and guest accommodations
- Order training supplies, meals, and IT related support for upcoming workshops
- Host and create polls, engaging learning forums (live onsite or online training forums)
- Classroom or venue scheduling, setup and breakdown
- Reviewing financial invoicing, orders, and training spend for accuracy and pre-approval
- Managing digital course assignments and reporting in Vector Solutions LMS
- TIII Administrative reporting duties and status updates
- Responding to training event inquiries and emails
- Conduct surveys and assessments to identify needs, develop and evaluate learning solutions
- Track training registrations, completions and provide reports related to staff engagement
- Create and manage annual and monthly training stats; learning dashboard
- Manage goals and assignments within a project management tool; Click-Up, excel, etc.
- Handle confidential and sensitive information with the highest degree of discretion and professionalism

Knowledge, Skills and Abilities:

- Knowledge of adult learning principles or instructional best practices; A.D.D.I.E Model
- Strong verbal and written communication to interact with internal staff and learning vendors
- Familiarity with Learning Management Systems (LMS) and digital training tools
- Ability to analytically assess needs and evaluate training effectiveness
- Excellent organizational skills and attention to detail
- Strong program and project management skills and ability to execute timely
- Self-starter, ability to work collaboratively and independently

- Skilled at providing exceptional service and relationship management
- Proficient in Microsoft Office Suite (PPT, Teams, Outlook, Excel, etc.)
- Ability to walk campus area and lift 20-25 lbs.

Preferred Qualifications:

Education	Bachelor’s Degree required, with training related certifications preferred (CPTD, ATD)
Years of Experience	2-5 years of experience as a Training Coordinator and/or training program manager within Human Resources. Exposure as a learning business partner in an organization with a Learning & Development team supporting multi-faceted professional, technical and strategic development programs.
Years of Management/Supervisor Experience	N/A

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