



UNIVERSITY OF DALLAS

Training and Performance Management Manager
Office of Human Resources

Job Number: 4292UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

This is an exciting position that won the innovator of the year award. You will be working out of a state of the art training facility within Human Resources. The individual selected must be able to create and deliver management and other technical and business training as a first priority. The opportunity is to now take this department to the next level by creating the manager of managers training, role playing, and other conversational courses. The selected individual will have the opportunity to develop, coordinate, and implement initiatives to support effective performance measurement and management, own job description updates, and coordinate vendor training and onboarding. You will be guided by management with over 50 years in the field. This is an opportunity to be creative and develop yourself to the next level.

PRIMARY RESPONSIBILITIES

- Assess training needs through surveys, interviews, focus groups, or consultation with supervisors and administration.
- Design and build internal training and/or research and secure external training to address identified needs.
- Plan training sessions and coordinate delivery.
- Monitor contracts with external vendors, such as Safe Colleges.
- Assist managers with the selection and contracting of external training programs and consultants.
- Maintain detailed records of training sessions and participants.
- Develop and deliver new employee orientation.
- Review and update performance appraisal tools and techniques.
- Manage the annual merit rating and performance appraisal processes, ensuring that ratings and performance discussions are documented.
- Work with managers to ensure adherence to employee relations practices and procedures.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.



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MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources, business or a related field.
- Three to eight years in a Human Resources department with hands on experience designing training material, delivery of courses, performance management and employee relations experience.
- Proficiency in MS Office applications (Word, Excel, Access).
- Experience with HRIS database, LMS and/or applicant tracking systems.

PREFERRED QUALIFICATIONS

- Master's degree.
- Experience with Banner software.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.