



THE UNIVERSITY of  
**MISSISSIPPI**

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**JOB DESCRIPTION**

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**Training Specialist – Social Work**

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**Definition of Class**

This position researches, develops and trains department sponsored professional training, and serves as a professional resource to external agencies. The incumbent uses specialized knowledge and experience to perform job duties and make independent decisions. The incumbent works under limited supervision.

**Examples of Work Performed**

Researches, develops and trains professional training programs. Conducts needs assessments for training.

Collaborates with various agencies to determine training needs.

Facilitates on-site registration of training participants.

Creates and submits all required reports reflecting training presented and participating individuals to required personnel.

Reviews training material for compliance with policy and procedures.

Assists with curriculum revisions.

Regularly makes presentations and speaks at sponsored professional training.

Serves as professional resource to faculty, staff, and external agencies.

Serves as liaison between external agencies and/or boards to represent the University and department related to programs.

Develops support plans to assist external agencies.

Stays abreast of professional developments related to the training programs through research and attending seminars and/or conferences.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Develops, delivers, and evaluates department sponsored professional training.
2. Regularly presents and speaks at sponsored professional training.
3. Serve as liaison between department and external agencies and boards.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately

25 pounds. **Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:****Education:**

Bachelor's Degree in Social Work, or a related field from an accredited college or university.

AND

**Experience:**

Three (3) years of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 01.03.17

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