**Position Title:** People Operations, Learning & Development Specialist

**Department:** People Operations (Human Resources)

**Primary Location:** College of Law (Gulfport, FL)

**Position Type:** Full-time, Exempt

**Pay Grade:**

**Position Number:** TBD

**Position Summary:** This position facilitates the growth and success of all employees utilizing best-practice development, training and learning initiatives to strengthen the skills, capabilities and performance of our employee community. Incumbent will serve identify critical learning needs and develop a variety of learning solutions to address performance gaps and capitalize on opportunities for growth, improvement and innovation. Specialist will also enhance the People Operations team by providing general Human Resources functions. In alignment with [Stetson’s Strategic Priorities](https://www.stetson.edu/other/about/media/sp-brochure.pdf), the Learning and Development Specialist will promote a people-centered, high-performing and relationship-rich culture of inclusive excellence.

**Essential Job Functions and Responsibilities:** Employment duties include, but are not limited to:

* Collaborate with university-partners to understand core content and critical learning needs; and to develop a variety of intentional learning solutions that proactively and reactively address core competencies, performance gaps and capitalize on opportunities for growth, improvement and innovation.
* Bring a creative and growth mindset to solve current and future challenges.
* Assess workforce and perform needs analysis for learning and professional development opportunities.
* Develop and identify tools to assist supervisors in leading, managing and supporting their team .
* Create and deliver learning pathways for employees to develop professionally, navigate performance concerns and enhance contributions. This includes employees at all skill and position levels.
* Implement, track, and report on KPI (key performance indicators) metrics.
* Communicate policies pertaining to People Operations/HR and stay updated with employment law at the federal, state and local level.
* Serve as a point of contact, mediator, and investigator for EEO/harassment, Title IX and workplace conflicts.
* Support compliance and regulatory efforts through training, development, and/or mediation.
* Be an active and engaged participant on our One Stetson people-focused team by supporting the COL People Operations team in its day-to-day functions in addition to university-wide initiatives, events and programming.
* Perform other site- and position-specific functions as assigned.

**Required Knowledge, Skills, and Abilities:** The knowledge, skills, and abilities for this role include:

* Significant administrative and leadership experience in training, learning & development expertise.
* Detail and deadline oriented with the ability to think creatively and work on multiple projects simultaneously.
* Effective technical skills which enable creation and application of modern learning experiences using current and innovative technology.
* Exceptional listening and mediation skills.
* Ability to employ radical compassion and care with students, employees, colleagues and other constituencies.
* Excellent oral, written, and interpersonal communication skills.
* Strong and confident presentation skills.
* Genuine ability to connect, motivate and influence others.
* Support the University’s [Mission and Values](https://www.stetson.edu/other/about/mission-and-values.php) in their role.

**Required Qualifications:** This position requires:

* A Bachelor's degree from an accredited university or college in Human Resources, Organizational Development, Communications or related field.
* A minimum 3-5 years of experience in preparing and delivering best-practice learning and development programs in addition to performing HR Generalist functions.
* Demonstrated experience supporting employees with diverse backgrounds, skill levels and professional ambitions.
* Desire to professionally learn and grow.
* Must possess current driver license and an insurable driving record through the University’s insurance provider.
* Desire to join a distinct university community committed to inclusive excellence, kindness, and collaboration, as it seeks to move Forward Together in making our community and world a better place.

**Ideal Candidate Qualifications:** The ideal candidate’s qualifications include:

* Previous experience in or quick to learn higher education culture.
* ASTD Certified or similar certification.
* Previous experience in intentional, relationship-rich collaboration with departments/division/managers to identify training needs, create engaging content and use creative technology to enhance the learning experience and create professional development opportunities.
* Previous experience spearheading effective programs and initiatives.
* Previous experience specifically conducting EEO/harassment, Title IX, and other investigations.
* A professional working proficiency in Spanish.

**Work Environment:** Routinely work in an office setting during normal hours of operation for university offices. Will require some light travel to DeLand campus.

**Reports to:** This position reports to the Associate Director for People Operations/Organizational Development; dotted line to the People Operations Manager COL/Benefits Administrator.

*This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.*