



Job Title: Training Coordinator Intern

Division: Learning & Development

Location: Service Center

Reports To: L&D Supervisor

Job Status: Internship

Pay Status: Non-Exempt

Job Grade: 208

Date Created/ Revised: 08/02/2017

POSITION SUMMARY

The Training Coordinator will join a growing team dedicated to empowering NBU employees through building skills that meet business goals.

With a focus on gathering and analyzing data, the Training Coordinator Intern will collaborate with Learning & Development personnel to direct, track, and measure the impact of learning initiatives at NBU.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilizes NBU's learning management system to enter and extract data, track NBU employee learning and access reports
- Maintains training calendar and manages setup for company-wide learning events
- Assist L&D personnel with development of learning experiences including testing and editing course materials
- Communicates appropriate pre-course information to participants/managers in advance of training courses
- Maintains updated curriculum database
- Organizes, prints, and prepares training manuals, guides and course materials
- May assist with L&D presentations as appropriate

CONTACT INFORMATION

If interested in applying please email your resume to: jjessen@nbutexas.com