

Organizational Development and Communications Specialist

Job Code 50025825

General Description

Responsible for identifying communication and development needs and coordinating initiatives that both promote HR initiatives and support the creation of learning and training opportunities.

Examples of Duties

Cultivate an understanding of our brand to develop fresh, compelling ideas that inform our audiences and emphasize our HR values and mission.

Establish the internal HR communications calendar and guide the HR (Communications) Representative on projects and deadlines.

Identify key audiences and guide the design and layout of targeted messages through print and digital publications.

Solicit feedback on HR communications and recommend new systems and tools to improve the quality, consistency and timeliness of information.

Track and analyze metrics to measure communication effectiveness and satisfaction against employee engagement in order to refine messaging as needed.

Work closely with the Communication and Development Manager to assess, plan, develop, and deliver training and learning initiatives.

Develop relationships with departments on campus to understand communication and development needs.

Research new trends in learning and development and evaluate effectiveness of training tools.

Assist with the implementation and evaluation of needs assessment results to propose training objectives.

Support coaching and mentoring initiatives of employees and emerging leaders.

Create and revise learning and training materials.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: adult learning principles; instructional design best practices; needs assessments; Texas State policies and procedures; HR policies and procedures; University marketing standards; general marketing principles; copyright laws; design and communications best practices; interpersonal communication principles; various software including Adobe, Office and web content systems.

Skill in: analyzing content; preparing communication materials; tailoring messages for different audiences; preparing reports; establishing rapport with others; prioritizing workload; identifying, researching, evaluating, analyzing and resolving problems.

Ability to: tailor messages for multiple audiences; collaborate with teams; multitask; understand and interpret complex policies; write clearly; develop and present training to small/large groups and classes; provide excellent customer service; interact professionally.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements