Non-Exempt Specialist

Job Code 50011149

General Description
Responsible for preforming a wide range of classified duties.

Examples of Duties
Provide comprehensive training to staff and student employees. Including new hire and continuing education training.
Hire, manage and schedule full time staff and student workers.
Evaluate and update current training materials and implementation of any revisions to include in-house documentation and systems.
Create relationships with internal and external departments in order to keep the department up to date on information that may need to be available.

Knowledge, Skills, and Abilities
Knowledge of: university policies and procedures; regulations; current trends in the field; safety standards and principles; Microsoft Office.

Skill in: collaborating and brainstorming to address issues; analyzing data to determine staffing as well as training; conflict resolution; handling sensitive issues.

Ability to: provide accurate and effective written and verbal communication; provide comprehensive training to staff and student workers.

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