Position Description: Corporate Trainer

**Division:** Employer & Career Services  
**Department:** Employer Services  
**Supervisor’s Position:** Executive Director, Employer & Career Services  
**FLSA Status:** Exempt

**Job Summary:**  
The primary responsibility of the Corporate Trainer is to provide training sessions through group instruction, lecture, demonstrations, conferences, meetings and workshops as contracted by Business and Industry clients. Training may be conducted at the client training location or a WATC premise. Depending on the client needs, local and/or out-of-town travel may be required, along with evening and weekend hours.

**Essential Duties and Responsibilities:**
1. Confers with Employer & Career Services staff to gain knowledge of training site work situations to better understand changes in policies, procedures, regulations, business initiatives and technologies effected by training topic(s) to be delivered.
2. Conducts training sessions and ensures that each course/training topic delivered contains appropriate content.
3. Organizes each course taught into an effective instrument of learning.
4. Studies and utilizes participants’ learning styles in order to facilitate the best teaching and learning situations. Maximizing the learning opportunities for each participant.
5. Maintains a high level of expertise in the subjects taught and stimulates enthusiasm for those topics.
6. Conducts class evaluations and completes assessment of participants, as desired by client.
7. Maintains accurate and complete attendance records.
8. Assists with the development, distribution and delivery of training, training needs assessments, surveys, satisfaction reports, and similar instruments.
9. At all times, engages in and promotes teamwork, courtesy, legal compliance, policy compliance, and safety in the WATC or Business & Industry workplace.
10. Engages in sufficient self-development and continuing education to maintain necessary skills, abilities, and knowledge for high levels of personal achievement in the position.

**Education, Experience, Knowledge & Skills Needed:**
- At least three years full-time instructional experience or equivalent of three years full time experience is required.
- Post-secondary education closely related to for-profit training administration functions may be substituted on a month-to-month proportional basis for up to two years of the three required years of experience. Examples of such education include college majors in fields such as
Human Resources Management, Accounting, Bookkeeping, Entrepreneurship, Business Administration, Public Administration, Office Administration, or similar.

- Experience in aviation, manufacturing or technical industries, preferred.
- Exceptional verbal and written communication skills required.
- Must be a compelling public speaker.
- Advanced knowledge of Outlook, Word and Excel are required and must be maintained throughout tenure in the position.
- An operating knowledge of a Learning Management Software and/or a Seminar Management Software is preferred.
- An operating knowledge of the methods of bookkeeping that are generally applicable to a for-profit training or seminar organization is required.
- Must have good problem solving and decision making skills along with the ability to exercise sound judgment.

**Other Position Requirements:**
1. Work effectively and productively as a team member. Keep others informed of information needed. Treat others with respect, maintaining a spirit of cooperation.
2. Maintain effective and professional verbal and written interactions with peers, customers, supervisors and other staff. Use diplomacy and tact in dealing with difficult situations or people. Demonstrate effective listening skills. Is receptive to constructive feedback.
3. Maintain acceptable overall attendance record, to include department meetings, all-employee meetings/trainings as required. Ensure appropriate notification to supervisor for absences, and ensure that work is covered. Be flexible in work schedule when needed.
4. Produce quantity of work necessary to meet job requirements.
5. Demonstrate the ability and willingness to handle new assignments, changes in procedures and business requirements. Identify what needs to be done and take appropriate action.
6. Complete assigned work; meet deadlines without reminders/follow-up from supervisor or others.
7. Perform work conscientiously with a high degree of accuracy.
8. If full-time, participate in a minimum of 20 hours professional development activities on an annual basis to remain current with industry trends and advancements.

**Working Conditions:**
Reliable attendance for scheduled assignments is required. Attendance is required at meetings and in-services. Schedules may fluctuate to accommodate client needs, deadlines and delivery of services. Long periods of sitting or standing will be required. Sufficient vision and hearing are required to complete the work and interact with clients, students, staff, faculty and the public. Work schedules will be as needed to accomplish assigned duties.

__________________________________
Employee Printed Name

__________________________________               ______________
Employee Signature               Date

05/14