

TRAINING AND DEVELOPMENT COORDINATOR JOB DESCRIPTION

Introduction

The Training & Development Coordinator (TDC) are undergraduate student employees within the Office of Academic Support (OAS) who partner with the Assistant Director to strengthen the Peer Academic Leader (PAL) program through training, professional development, communication, and program development. TDCs serve as student leaders who help support PALs throughout the academic year and contribute to the continued growth and improvement of the program.

General Statement of Duties

The Training and Development Coordinator supports the planning, coordination, and continuous improvement of PAL training and professional development. Working collaboratively with the Assistant Director and OAS staff, the TDC helps communicate program expectations, maintain training resources, support PAL engagement, and contribute to initiatives that advance the PAL program.

Roles and Responsibilities

PAL Program Training, Professional Development, and Assessment:

- Assist with planning, organizing, and improving the PAL training curriculum.
- Coordinate professional development opportunities for PALs in collaboration with campus departments and resources.
- Assist with the coordination of PAL micro-education presentations in classes and other campus settings.
- Help monitor completion of required training and professional development for all OAS PALs.
- Contribute to the development, revision, and ongoing maintenance of PAL training materials, program documentation, and Moodle resources in collaboration with the Assistant Director and in alignment with CRLA International Peer Educator Certification requirements.
- Assist with gathering and organizing program data to support assessment and continuous improvement.
- Identify and communicate opportunities for program improvement.

PAL Communication & Coordination:

- Support ongoing communication with PALs, including payroll reminders, updates, deadlines, and important program information.
- Help coordinate PAL meetings, training sessions, and professional development activities.

Office of Academic Support Team Member:

- Attends and participates in the all required trainings, staff meetings, supervision meetings, and programs throughout the academic year.
- Maintains frequent communication with the OAS staff and responds to work-related communications in a timely manner.
- Collaborates with other OAS peer academic leaders to support a cohesive student experience and contribute to a positive team environment.
- Completes other assigned duties for the Office as requested by OAS professional staff.

Length of Appointment

The length of appointment is for one academic year. The average time each week required to fulfill the position responsibilities is estimated to be 2 to 6 hours. This estimate is provided as a guideline, and the TDC should expect some fluctuations during busier periods during the academic year.

Academic Standards

The Training & Development Coordinator must maintain a minimum cumulative 3.3 GPA, be in good academic standing with the College, be enrolled full-time, and meet all academic and employment requirements for undergraduate student employees.

Preferred Qualifications

The Training & Development Coordinator position is open to rising sophomore, junior, and senior OAS PALs who has no plans to study abroad during their period of appointment. Preference is given to students who have experience in facilitating, presenting, or supporting training or educational programs, have strong written and verbal communication skills, organizational skills, and time management skills, and have an interest in student leadership, professional development, and program improvement.

Remuneration

The Training & Development Coordinator makes a voluntary commitment to serve the community. The principal benefits of the TDC role are the personal growth and experiences that come from working with and helping a diverse and talented group of students; however, the TDC also earns an hourly wage.

Eligibility for Appointment

The Training & Development Coordinator is a student employment opportunity. Applicants must be U.S. citizens or have an employment authorization document (EAD) and a valid social security number (SSN) to be eligible. The TDC is eligible for re-appointment for each year they are enrolled as a full-time undergraduate student. Eligibility in itself, however, does not constitute a commitment of the Office of Academic Support to offer reappointment.

Termination

Termination, by mutual agreement, may be affected at any time. This appointment is also subject to termination by the Office of Academic Support prior to its normal expiration if the enrollment of the student employee in their graduate program ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, failure to meet academic or employment standards, or conduct that violates College policies or that does not meet the standards of behavior set by the College or the Office of Academic Support. Upon termination of employment by the student employee, the College or mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed.

FOR FURTHER INFORMATION CONTACT:

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