



UNIVERSITY OF  
MARYLAND

**CLOC** | CENTER FOR LEADERSHIP &  
ORGANIZATIONAL CHANGE

**Title: Specialist**

**Functional Title: Organizational Learning Specialist**

**POS #111043**

### **Summary/Purpose**

This position supports the University's [strategic commitment to invest in people and communities](#) through the design, development, implementation, administration, and assessment of learning programs for University faculty and staff offered through the [Center for Leadership & Organizational Change \(CLOC\)](#). CLOC, a unit in the Provost's Office, supports organizational change, develops people, and provides custom solutions.

Is this position a unit head: No

Employees supervised: 0

### **Essential Duties and Responsibilities**

1. With CLOC's learning and development (L & D) team, design, develop, implement, and assess campus-wide L & D efforts including UMD's Excellence in Supervision initiative, a comprehensive development program for all University supervisors (50%)
2. Assess effectiveness and impact of CLOC's learning and development programs through qualitative and quantitative approaches (20%)
3. Facilitate CLOC's existing learning and development programs for faculty and staff (10%)
4. Design and develop new programs to meet emergent individual and campus needs (10%)
5. Develop and implement materials (print, social media, web) to increase awareness and participation in CLOC programs (10%)

### **Minimum Qualifications**

#### **Education**

Bachelor's degree in Instructional Design, Curriculum and Instruction, Education, Organizational Development, or related field.

#### **Experience**

- 3+ years experience as an instructional designer, facilitator, presenter, or consultant
- Demonstrated experience with program evaluation and assessment
- Demonstrated experience in creating elearning content

### **Knowledge, Skills, and Abilities**

- Knowledge of training design and delivery, program management, adult learning theory
- Ability to manage multiple concurrent projects independently and collaboratively
- Ability to be creative, flexible, and innovative
- Excellent English-language verbal and written communication skills including an attention to detail and ability to listen effectively
- Superior social-emotional skills including self-awareness and management, making responsible decisions, building and nurturing relationships, working on a team, and partnering with others for success
- Appreciation for and commitment to fostering diversity, inclusion, and belonging

**Preferences**

- Master's degree
- Experience with technology applications including Articulate, Google Suite, and Qualtrics
- Experience with social media marketing and promotion
- Coaching experience or certification
- Understanding of higher education context, structure, and idiosyncrasies
- Experience with design software such as Canva

**Supervision**

No supervisory responsibilities

Supervision received by Adrienne Hamcke Wicker, Director

**Physical Demands**

Work is performed in an office environment. Must have close visual acuity to perform activities including reading print and electronic materials and preparing and analyzing data and figures. Must have the ability to travel to campus and occasionally across the state of MD. This position is telework eligible following University guidelines (currently up to two days per week telework).

No job hazards.

Salary range: \$73,840-\$92,300