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# Example of Associate, Learning Job Description

Our company is looking for an associate, learning. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate, learning

* Manage system defects and enhancements with 3rd party vendors
* Manage multiple tasks and projects in a fast-paced and changing environment under minimal guidance and direction
* Support user acceptance testing on features in LMS releases and help drive adoption of new features
* Support the development of reports and dashboard in SAP SuccessFactors LMS, Salesforce, and Adobe Connect
* Develop "best-in-class" training to support the overall strategic priorities of the Commercial Banking (CB) front office staff
* Independently manage ongoing training programs
* Manage logistics of various programs, including communication
* Create the online learning events revenue, expense and contribution budget in conjunction with the Director – Meetings and Conferences and the Online Learning Events team
* Conduct interviews, make hiring decisions, provide salary recommendations, monitor and assign work
* Design/develop/deliver training content and job aids

## Qualifications for associate, learning

* Create/maintain/distribute all requests for organizational communications, format/distribute personnel and organizational announcements and create/modify and align with senior stakeholders such as VPs, Directors and Managers on the monthly organizational newsletter
* Create/maintain organization curriculum via Learning Management System (LMS)
* Create/maintain Global Training Calendar of scheduled offerings
* Map out training plans, design and develop training programs/projects
* Create performance measurement/training effectiveness checks
* Partner with stakeholders and liaise with senior training experts regarding instructional design