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# Example of Associate, Learning Job Description

Our innovative and growing company is looking to fill the role of associate, learning. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate, learning

* Serves as the US representative, single point of contact for communication and selections, for all global leadership programs (Connectivity, Exposure, and Making More Health), with 19-21s in attendance, and actively provides feedback to Corporate on program improvement and directly with participants on coaching scenarios
* Works with employees and manufacturing management to develop electronic support materials, including department communications
* Effective project/organization management, able to see strategic picture and prioritize independently
* Ability to take responsibility for multiple projects and follow-through to completion with minimal need for direct supervision
* Apply understanding of the business and HR in order to evaluate information needs and to recommend and develop appropriate solutions (metrics, analyses, data collection, automated reporting tool functionality, ) to inform L&D decision-making
* Maintain a superior knowledge of current market research, , new tools and technology to provide continuous improvement in consulting service
* Develop and maintain project plan, risk/issue log, status reports, communication plan, RACI, , to support learning efforts
* Work with cross-functional teams to set objectives for continuous improvement of effectiveness
* Manage planning, logistics, and preparations for critical meetings, including meetings with individual organizations and multi-stakeholder convenings
* Manages the University Teaching and Learning Center (UTLC), the STEMWorks Lab, the Instructional Technology Lab (ITL), and the eDesign shop

## Qualifications for associate, learning

* Basic understanding of the training environment
* Experience with SAP SuccessFactors learning management system
* Experience with Salesforce or other process management software
* At least one year of experience with system reporting
* Experience with writing queries and reports
* Experience with performance consulting proven written, verbal communication, and workshop presentation skills