



JOB TITLE: **Coordinator, Training**

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**SUMMARY:** The Coordinator, Training provides critical administrative support to ABET volunteer training events that will empower ABET Experts (program evaluators) to conduct our accreditation activities worldwide. This important role includes, but is not limited to, the preparation and assembly of training materials, website updates, data management, and assisting volunteers with technical issues. The Coordinator, Training will also support the Manager, Training during the preparation and implementation of ABET's annual new volunteer training events.

The Coordinator, Training reports directly to the Manager, Training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These duties and responsibilities require the highest levels of accuracy, thoroughness, and efficiency. Other duties may be assigned.

#### TRAINING

- Provide assistance to the Manager, Training throughout the planning and implementation of new volunteer training.
  - Print and assemble materials
  - Set-up/tear down training rooms
  - Provide on-site assistance, such as greeting guests, replenishing food and beverage, technical support, etc.
- Proofread, edit, and format materials and communications supporting ABET's volunteer training function.
- Track and assemble statistics on training activities.

#### TECHNICAL SUPPORT

- Provide support to both new and current volunteers, society liaisons, ABET staff, training committee, and other ABET affiliates on ABET's Accreditation Management System (AMS), ABET's Learning Management System (LMS), training web pages, and use of on line survey tools.
- Respond to inquiries, as appropriate, received from the training@abet.org email account.

#### WEBSITE MANAGEMENT

- Work collaboratively with the Marketing & Communications Staff to update all web pages associated with volunteer training, according to the content directions of Training Committee and its task groups.

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**VOLUNTEER SUPPORT**

- Provides customer service specific to ABET's training function, as appropriate, to:
  - ABET member societies
  - ABET staff
  - ABET volunteers

**GENERAL**

- Work collaboratively with all internal ABET departments
- General organization and administrative assistance

**SUPERVISORY RESPONSIBILITIES: None**

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required skills listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in relevant academic discipline and one to two years of relevant experience beyond the degree.  
Experience using a Learning Management System (LMS) preferred.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to communicate effectively both orally and in writing using independent judgment, tact, and courtesy on a daily basis.
- Excellent time management and problem-solving skills
- Ability to work independently, handle multiple tasks, and meet rigid deadlines.
- Attention to detail and ability to multitask is a must
- Proficient using Microsoft Office applications, including word processing, spreadsheets, and database applications. Proficiency in editing web-pages and online content
- Must be able to manage and use web-based data portals and web-conferencing tools.
- Strong writing, editing, and proofreading skills
- Demonstrated ability to work effectively in a collaborative environment
- Ability to learn new software applications related to training.
- Excellent customer service skills.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## JOB DESCRIPTION

POSITION:  
COORDINATOR

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; sit; reach with hands and arms; and stoop, kneel, or crouch.

Occasional travel including overnight stays may be required.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

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