**TRAINING DEVELOPMENT SPECIALIST**

**Join the HR and Training team at ASE Credit Union! Location: Montgomery, AL**

Job responsibilities: Coordinates, prepares, and conducts employee training. Confers with management, supervisors and employees to gain knowledge of work situations requiring training and to better understand changes in policies, procedures, regulations, business initiatives and technologies.
Coordinates training schedule with the hiring and training demands of the credit union. Formulates teaching outline and determine instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops.
Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials and reference works. Conducts training sessions covering specified areas such as on-the-job training, refresher training, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Assists employees with problems concerning "how to" perform specific tasks related to their positions. Makes suggestions on improving work procedures. Maintains trainee personnel records. Develops strong relationships with internal customers to develop course materials and receive feedback.

Full time salaried exempt position. College degree preferred or equivalent experience in training position. Three or more years of experience required.

Contact Stephanie Fulmer, Director of HR and Training at sfulmer@yourasecu.com or 334-420-7332.