



**Family: Organizational Development**

**Level: PR4**

**Position Profile Title: Consultant-Training/Org Dev**

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

**PROFILE SUMMARY:**

Positions in this job profile develop, coordinate, and deliver professional and leadership development training programs for OSU faculty and staff, managers and administrators in areas related to organizational and individual performance. Programs may include classes, workshops, seminars, lectures, and special events.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Training and Organizational Development consultant profile is the contribution to the assessment and definition of university-wide training needs, development of appropriate learning objectives, the assessment of appropriate curriculum for purchase or development, and evaluation of program effectiveness.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Provides organizational development and management consultation services to individual college, department and unit leaders and members;
2. Delivers customized training, facilitation, coaching, conflict mediation and/or other customized interventions aimed at enhancing organizational effectiveness and individual performance;
3. Partners with units to design, facilitate and achieve strategic approaches to support the accomplishment of their vision and goals;
4. Contributes to the design and development of university-wide programs across the talent development lifecycle, including performance management, career development, stay and exit interviews, talent reviews and succession planning;
5. Senior Consultants are expected to learn about and adapt services to differences in and unique characteristics of OSU and the organizations they are serving.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions



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**ACCOUNTABILITY:**

Results are defined by senior management; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Positions are expected to work independently and comply with all state and federal laws, university policies and standards, and departmental guidelines, policies, and procedures.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, university wide, and externally to:

- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration as at the highest level.

**TYPICAL REQUIREMENTS:**

Masters' degree with emphasis on education, organizational development, management and/or communication

Five years of progressively responsible experience in organizational consultation and the development, course development and training delivery, and evaluation of professional educational programs.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.