

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone (920) 496-7900
Fax: (920) 496-7490

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Training and Development Specialist
POSITION NUMBER: 88135
DEPARTMENT: Employee Services
LOCATION: 1940 West Mason St, Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Training and Development Manager
SALARY: E04 \$39,966/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: July 17, 2019
CLOSING DATE: July 31, 2019
Transfer Deadline: July 24, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Develop and implement specified training and development programs and initiatives to meet assessed needs for the Gaming Division. Maintain confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide exceptional customer service to all internal and external customers at all times.
2. Develop, maintain, and facilitate effective communication processes and activities with Gaming personnel including internal and external customers.
3. Perform general administrative duties including course registration, attendance, evaluations, and measures into appropriate training databases. Run reports as requested by Training and Development Manager.
4. Maintain training library and training inventory.
5. Assess, plan, develop, and deliver or coordinate the delivery of individual and/or group training and instructional programs, utilizing technical, operational and management tools.
6. Assist in developing training curricula; formulate or review training outlines and determine instructional tools and formats; evaluate and recommend vendor programs to meet training goals and objectives.
7. Create and prepare teaching and visual aids, instructional materials, computer tutorials (E-Learning/LMS), and reference materials appropriate to specific training objectives.
8. Implement Gaming training strategies that support the strategic direction and initiatives.
9. Evaluate training and development programs utilizing data to revise or recommend changes in instructional objectives and methods. Use evaluation data for reporting purposes.
10. Assist in the planning, assessment, and implementation of departmental goals and objectives, consistent with the strategic direction of Oneida Gaming.
11. Assist in the development, creation, and revision of documents to include procedure manuals, newsletters, forms, and other related documents.

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DUTIES AND RESPONSIBILITIES: (Cont.)

12. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; and participating in professional societies.
13. Adhere to all Tribal Personnel Policies and Procedures, Department Standard Operating Procedures, and Gaming Division Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, and stand; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level; occasionally in a casino setting with a higher noise level and where cigarette smoke is prevalent.
3. Evening and/or weekend work is occasionally required. Travel may be required for training, meetings, conferences, presentations, and other events.
4. Work environment is **NOT** smoke, noise, or dust free.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, and Indian gaming regulations.
2. Knowledge and understanding of adult learning principles, and of a wide range of training methods, techniques, and formats.
3. Knowledge of instructional systems design used to analyze, design, develop, implement and evaluate training programs.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to exercise independent judgment.
6. Ability to interpret and assess training and development needs and to develop appropriate and creative responses.
7. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
13. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Bachelor's Degree Organizational Development, Instructional Design, Education.
2. Project Management Certification or experience.
3. Instructional Design Certification or experience.
4. Associate Professional in Training Development.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be eighteen (18) years of age or older.
2. Associate degree in Education, Human Resource Management or related field; two (2) years of experience developing and delivering training or educational curriculum as a primary job function; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**