

Talent and Organizational Development Coordinator

Ocean County College

Toms River, NJ

This position provides assistance with the administration of training, organizational development, performance evaluations, and compliance programs. This individual contributes to the development, implementation and presentation of the new employee orientation and on-boarding, benefit information sessions, and routine training/compliance sessions while tracking and monitoring attendance to ensure established requirements are met. This position also handles routine calls, front desk support, coordinates employee training events and activities such as workshops and online offerings, updates training information on the College's website and coordinates related logistics.

To view detailed job posting and to apply click here: <https://career.ocean.edu/postings/6294>