JOB DESCRIPTION

SAP Training Coordinator

**Definition of Class**
This is a professional position in which the incumbent coordinates and facilitates training on SAP Software. Incumbent is responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature.

**Examples of Work Performed**
- Identifies SAP training needs. Develops training to satisfy those needs.
- Plans and schedules SAP training classes. Reserves room(s) for sessions.
- Enrolls employees in classes. Tracks employee attendance.
- Facilitates SAP training classes.
- Ensures transferability of SAP training by issuing follow-up evaluations.
- Develops SAP training guides and handouts to be used as reference material. Reviews and evaluates commercially prepared training materials.
- Develops evaluations to be completed by employees who complete training. Summarizes results of evaluations. Determines feasibility of request for changes. Makes changes in training as needed to reflect information gathered from evaluations.
- Monitors and performs audits of SAP account assignments to ensure UM compliance with license agreements.
- Determines and assigns SAP authorizations for users who cycle through SAP training classes. Works with Basis team on related account issues.
- Develops policies and procedures for SAP account management.
- Evaluates impact of SAP upgrades to end users.
- Assists in roll-out of new SAP services by developing test plans, leading quality assurance efforts; developing communications plans, etc.
- Serves as campus liaison for SAP site visits.
- Troubleshoots and provides immediate support to SAP users as part of SAP support team.
- Assists in making budget preparations and purchasing decisions.
- Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and organizes SAP training sessions to meet the needs of employees.
2. Facilitates SAP training.
3. Develops and reviews training evaluations and makes changes as needed.
4. Assists in developing test plans, quality assurance efforts, and communication plans for new SAP services.
5. Determines and assigns SAP authorizations for users who cycle through SAP training classes.
6. Monitors and audits SAP account assignments to ensure contract compliance.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands or arms. The incumbent is occasionally required to stand or walk and to stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s degree in Human Resources, Management, Business Administration or related field from an accredited college or university.

AND

Experience: Two (2) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.