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Organizational Development Specialist II

US-MS-Jackson

2 months ago

Job ID 2022-14912 **Category** Human Resources **Type** Regular Full-Time **Job Grade** 12 **FLSA Status** Exempt

[📍 Organizational Development - 10065](#)

Overview

The purpose of this job is to manage all aspects of the Tuition Reimbursement Program, Banking and Leadership School nominations, and other educational offerings. This position will assist with and provide support to other OD functions such as 360 assessments, CRMA Development Program, succession planning and leadership development through project coordination, process and procedure efforts and other assistance as needed.

Responsibilities

- Cross-train, lead and develop team of associates to promote maximum productivity, engagement, succession planning and overall contribution to strategic organizational goals.
- Assist the Talent Development Manager in performing OD interventions such as the Team Effectiveness and Assessment Services process, change management activities and other types of interventions as needed.
- Assist the Talent Development Manager in performing, coordinating, and administering various OD functions to include career counseling and coaching, 360 assessments, succession planning, and any additional activities that management deems necessary. Works with the company's development programs (Emerging Talent, Development Associate Program, Interns, Co-ops, and Technical Development Analyst, CRMA) by coordinating the program schedules working with HR and Training and related business units.
- Manage all aspects of the company's Tuition Reimbursement Program and banking and leadership schools to include monitoring policy requirements, reviewing applicant eligibility, communicating approvals or denials to associates, and maintaining documentation of results. Work with the HR Specialist to process all documents and payments. Develop and coordinate post-tuition reimbursement activities to assist associates in utilizing their new degrees at Trustmark. Evaluate programs for enhancements or changes including ensuring program competitiveness and associate retention.
- Manage all aspects of banking and leadership school nominations to include meeting with the Talent Development Manager and HR Director to gain nominations from executive management and final approval from CEO, correspond with nominees, maintain documentation of results in the LMS and spreadsheets. Work with the HR Specialist to process all paperwork for school enrollment and process all expense requests when schools are completed.
- Assist OD/Training staff with projects as needed including course needs identification, course development, training presentations, program development, etc...
- Perform additional duties as assigned.

Qualifications

- Four-year college degree in a related field (Management, Human Resources, or Organizational Behavior/Development) or equivalent experience
- 4 plus years of experience in Organizational Development working with a variety of organizational development interventions
- Knowledge of OD and Human Resources or related field
- Excellent time management skills must be demonstrated to include the ability to effectively multi-task and meet deadlines without reminder
- Demonstrated professionalism in manner and appearance
- Advanced PC skills – proficient in the following:
 - Excel
 - Word
 - PowerPoint
- Excellent written and oral communication skills (This position maintains constant contact with various levels of internal clients and external vendors therefore professional and effective communication skills MUST be always exhibited.)
- Excellent interpersonal skills – must be able to flex to work with all types of individuals
- Must demonstrate good organizational skills (attention to accuracy and detail most important)
- Master's in I/O Psychology or Human Resources preferred
- Knowledge of assessments related to coaching and counseling preferred
- Knowledge of preemployment assessment validation processes preferred
- Basic knowledge of banking industry preferred

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