

IT Technical Job Classification

IT Job Title: Senior Trainer Coordinator

State Job Title:

Classification: T560

Pay Grade:

Job Summary

Under general supervision this position is responsible for the planning, delivering and coordinating of training instruction on application software as well as office products to end user offices as well as the IT Division. Teaches the teacher. Assesses training needs and prepares instructional material

Essential Duties:

- Gathers information from users on their needs for instruction.
- Plans and develops courses using Power Point or Video instruction.
- Works with users on individual and group instructional needs.
- Customizes course for individuals or groups.
- Trains other Training Specialist on the standard courses.
- Set schedules for when classes meet and coordinates with AVS for equipment needs
- Makes and prepares course material, writes announcements and prepares brochures for distribution.
- Attends vendor classes and seminars on course to be taught.
- Communicates to user offices on workshops and course to be taught
- Selects and develops training aids including handbooks, demonstration models, multi-media visual aids, computer tutorials and other reference material as required.
- Measures effectiveness of training and development programs.
- Performs other duties and/or administrative work as required.

Education

A Bachelor's degree in Computer Science or related field of study required.

Experience

At least 5 years of experience in a teaching or training position. Strong communication and technical writing skills are required. Understands and knows Microsoft Office Products such as Word, Access, PowerPoint, Access and Excel.

Leadership.

May have to supervises or handle the schedule of other trainers as required