Job Title: Training Specialist

JOB SUMMARY

The Training Specialist provides training services for projects and conducts research on current technology.

MAJOR DUTIES

- Researches and determines the needs of customers for training and support activities;
- Develops customized course materials, outlines, and determines equipment needs;
- Provides instruction for trainings or services;
- Assists in continuous improvement of business processes and tools, instructional methodology, and training curriculum;
- Assists with recruiting, hiring, orienting, scheduling and observing contract instructors to ensure instructional standards are met;
- Assists with new courseware design, development and pilots;
- Participates with other team members in continuous improvement activities and in planning and executing special projects;
- Assists in production of training reports or other materials and training research;
- Plans for and purchases/rents necessary equipment to provide training as required;
- Remains current on all new technologies.

COMPETENCIES

- Ability to develop training materials
- Ability to evaluate progress
- Ability to supervise individualized programs
- Knowledge of areas of assignment
- Knowledge of current industry trends and technology
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

- Associate's degree in a related field *and* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.