



## JOB DESCRIPTION

<b>JOB TITLE:</b> Technology Trainer	<b>FLSA:</b> Exempt
<b>Department:</b> Title V	<b>Date Revised:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C41
<b>Reports To:</b> Title V Activity Coordinator/Curriculum Specialist	

### **Job Summary**

The Technology Trainer will assist faculty, students, and administrators in the use of new technologies and will assist in piloting redesigned courses.

### **Essential Functions**

- Works with clients and technicians to identify, design, develop and pilot required training and instructional design services and evaluates them to support the Title V grant;
- Provides training and support to faculty, staff and students on technical issues;
- Creates and maintains procedure manuals, as well as technical and process documentation;
- Provides professional development and gives presentations for training;
- Advises users and analyzes user requirements on software selection and efficient use of IT system;
- Works effectively in a team environment, demonstrating strong management skills;
- Designs and provides tutorials, workshops, and on-line learning materials;
- Communicates effectively with a wide range of constituencies in a diverse community;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

### **Minimum Education, Skills, and Abilities**

- Minimum of a Bachelor's degree in Information Technology or a closely related field;
- Two years of experience in teaching and training;
- Working technical knowledge of current network protocols, operating systems and standards;
- An equivalent combination of related education, certification and experience may be considered;
- Demonstrated proficiency with a variety of instructional technologies, including course management systems, multimedia and instructional course software, multimedia presentation, web conferencing, and smart classrooms;
- Demonstrated knowledge of adult learning theory;
- Prior higher education or K-12 education experience is desirable.

**Work Environment**

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions.
- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements**

- Availability to occasionally work or meet in the evenings and/or on weekends;
- Ability to travel in and out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operation of the program;
- Subject to a criminal and Credit background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date