



Job Specification

Job Title: Information Systems Training Manager
BCAT Code: 460X BJ
Pay Grade: G21

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Manages the organization and conduct of complex training and educational programs for information systems users. Supervises lower skilled Information System Training Specialists.

Examples of Duties

- Manages the design, testing, and implementation of training curriculum and program for information system users.
- Maintains and stores records of all users' progress and program effectiveness.
- Analyzes users information system needs and implements solutions.
- Oversees the writing, editing, and publishing of complex user manuals.
- Tests, documents, performs, and evaluates quality assurance on training material.
- Consults with staff and faculty on training needs and format.
- Researches and evaluates opportunities in new information system training programs.
- Oversee the provision of technical support and training to lower skilled Information Sys Training Spec and end users of training technology.
- Manages the monitoring and tracking of follow-up training sessions with users of information technology.
- Performs other complex Information System Training duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of complex training technologies & equipment set-up, materials, and various types of information systems.
- Knowledge of integrated educational systems and event driven programs.
- Ability to multi-task, train staff, supervise, and use independent judgment.
- Knowledge of Windows and programming languages (C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and four years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.