



Job Specification

Job Title: Information Systems Training Specialist, Associate **Effective Date: April 1, 2007**
BCAT Code: 603X BL **Revision Date: February 1, 2007**
Pay Grade: G15 **FLSA Status: Exempt**

General Description

Organizes and conducts routine training and educational programs for information systems users.

Examples of Duties

- Implements routine training curriculum and program for information system users.
- Maintains records of users progress and program effectiveness.
- Assists in the analysis of users information system needs.
- Writes routine user manuals.
- Performs and documents quality assurance on training material.
- Consults with staff and faculty on training needs and format.
- Provides technical support and training to end users of training technology.
- Tracks follow-up training sessions with users of information technology.
- Performs other routine Information Systems Training duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of 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 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 one year 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.