



## **Job Specification**

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

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### **General Description**

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

### **Examples of Duties**

- Designs and implements routine to complex training curriculum and program for information system users.
- Maintains records of user's progress and program effectiveness.
- Analyzes users information system needs and recommends solutions.
- Writes and edits routine and complex user manuals.
- Tests, documents, and performs quality assurance on training material.
- Consults with staff and faculty on training needs and format.
- Researches opportunities in new information system training programs.
- Provides technical support and training to end users of training technology.
- Monitors and tracks follow-up training sessions with users of information technology.
- Performs other routine to complex Information Systems Training duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of routine to 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, 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 two 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.*