



**Job Specification**

**Job Title: Information System Training Specialist, Lead**  
**BCAT Code: 460X BG**  
**Pay Grade: G18**

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

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**General Description**

Organizes and conducts complex training and educational programs for information systems users.  
Provides guidance to lower skilled Information Systems Training Specialists

**Examples of Duties**

- Designs, tests, and implements 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, edits, and publishes complex user manuals.
- Tests, documents, performs, and evaluates 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 lower skilled Information Sys Training Spec. and end users of training technology.
- Monitors and tracks 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 three 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.*