



Job Specification

Job Title: Training Specialist
BCAT Code: 422X BG
Pay Grade: G13

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

General Description

Designs and conducts training programs.

Examples of Duties

- Designs and conducts training classes on various topics such as basic skills writing, conflict resolution, etc.
- Conducts individual and departmental training classes.
- Trains other individuals such as community educators to teach classes.
- Confers with managers to determine training needs of employees.
- Selects or develops teaching aids such as handouts, charts, overheads, etc.
- Evaluates effectiveness of training programs.
- Assists in selecting training programs to be offered.
- Arranges logistics for training sessions.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

Knowledge of various teaching methods such as lectures, group discussion, etc.

Effective oral and written communication skills.

Effective time management skills.

Effective organizational skills.

Ability to teach a diverse group of people.

Minimum GSU Hiring Standards

Bachelor's degree and two years of training 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.