



Training Specialist/Instructor

Job Summary

The Training Specialist/Instructor conducts the research necessary to develop and revise training courses. The Training Specialist/Instructor develops and revises these courses and prepares appropriate training catalogs.

Job Description

Key Responsibilities

- Prepares all instructor materials (course outline, background material, and training aids).
- Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms).
- Trains personnel by conducting formal classroom courses, workshops, and seminars.
- Reviews and learns course materials including lesson plans, course content, and activities.
- Provides feedback to participants on both asynchronous and synchronous activities.
- Ensures all participants have the required materials prior to the beginning of course, including course outlines, handouts, and other relevant items.
- Participates in training sessions to learn virtual training software and to prepare for web-based instruction.
- Works collaboratively with team members, including support personnel, instructional systems designers, and management.

Minimum Qualifications

- Bachelor's Degree in Instructional Design, Curriculum Design, Educational Psychology, or other related field with 4+ years of experience in Instructional Design or other related fields.
- Proficiency in MS Word, Excel, PowerPoint, and Outlook.
- Strong written and verbal communication skills with a solid grasp of English grammar and usage.
- Ability to work collaboratively with others.
- Ability to work independently and provide supervision and guidance to junior team members.
- Ability to pass a background check and drug screen.

Preferred Qualifications

- Experience in developing and providing IT and end-user training on computer hardware and application software.