***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Manager, IT Technology Training**

Job Family: Information Technology Sub Family: IT - Training

**Job Summary:**

The Technology Training Manager provides direction and leadership for the design, development, and implementation of skill-based training to meet the needs of the University, school, department, or users of a particular system or application, and facilitates the ongoing support of such system users. Collaborate with upper-level management within the business unit in order to ensure the delivery of high quality products and services.

**Essential Functions:**

* Provides direction and leadership for all aspects of technology training in order to maintain efficient operation and the delivery of quality products.
* Recruits, trains and evaluates staff. Continually reviews strengths and weaknesses in maintaining a staff of well-trained and motivated employees.
* Supervises and participates in the development of instructional materials/online learning applications, and development of training plans and implementation strategies.
* Proactively represents the department through participation in campus meetings and special projects, and may represent UM externally to USM and other system-wide units.
* Provides input on the acquisition and implementation of new multimedia technologies.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Education, Training, Communications or a related field.

Experience: Five (5) years directly related experience, which includes proficiency with documentation, teaching/presenting to an audience, use of multimedia, use of computer presentation applications

Supervisory: Two (2) years of experience at a management/leadership level.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1519F

SOC Code: 259031 IPEDS: Service

EEO6 Code: Professional State Code: 9749508

USM eCode: E40072 AAP Code: 3A