***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: **Specialist, IT Technology Training Lead**

Job Family: Information Technology Sub Family: IT - Training

**Job Summary:**

The Lead Technology Training Specialist leads 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.

**Essential Functions:**

* Leads others in training needs assessment and the development of training plans and implementation strategies.
* Collaborates with departmental staff in the design and customization of curriculum.
* Leads the design and development of training materials such as user manuals, step-by-step tutorials, exercises, handouts, job aids, and presentations.
* Leads the planning of training programs and formal workshops; may conduct training live, online, or in a blended format.
* Provides input on the acquisition and implementation of new instructional technologies.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Four (4) years directly related experience, which includes proficiency with documentation, teaching/presenting to an audience, use of multimedia, use of computer presentation applications.

Supervisory:

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: E0784F

SOC Code: 259031 IPEDS: Computer

EEO6 Code: Professional State Code: 9749508

USM eCode: E40072 AAP Code: 3A