***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**

Job Family: Information Technology Sub Family: IT - Training

**Job Summary:**

The Technology Training Specialist, under limited supervision, designs, develops, and implements skill-based training to meet the needs of the University, school, department, or users of a particular system or application, and/or is responsible for the ongoing support of such system users.

**Essential Functions:**

* Assesses training needs within an assigned population using generally accepted methods appropriate to the training field.
* May collaborate with departmental staff in the design and customization of curriculum and assist in the development of training plans.
* Designs and develops appropriate selection of training materials such as user manuals, step-by-step tutorials, exercises, handouts, job aids, and computer-based presentations.
* Facilitates/conducts training live, online, or in a blended format.
* Provides daily support and advice to end users of specified Enterprise systems.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Two (2) 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: May consider a combination of directly related experience and education. Equivalent of six (6) years combination of business audio/visual, multimedia production, and technology education/training or instructional design experience

**Knowledge, Skills, and Abilities**

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

Job Code: E0782D

SOC Code: 259031 IPEDS: Computer

EEO6 Code: Professional State Code: 9749508

USM eCode: E40072 AAP Code: 3B