Job Title: Training Specialist

BCAT Code: 09KX13              Effective Date: April 1, 2007
Pay Grade: G13           FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Designs and conducts training programs.

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

Knowledge, Skills and Abilities
- Knowledge of multiple 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 related 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.