Georgia State University
Job Specification

Job Title: Training Specialist, Senior

BCAT Code: 09KU04
Pay Grade: G15 FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Serves as a curriculum coordinator for the Capital Hill Child Enrichment Center, and as trainer for the Best Practices Training Initiative.

Examples of Duties
- Plans and implements developmentally appropriate learning activities by working with individual children or small groups of children to encourage learning language, social, cognitive, and physical skills through planned activities and routine interactions.
- Conducts workshops for teachers from the community.
- Consults with parents about their child's development and progress.
- Conducts the training for Best Practices.
- Works collaboratively with Child Development Program administrators and teachers and Best Practices staff to develop and implement special projects.
- Assists Georgia State University (GSU) faculty in research projects related to Best Practices and the Child Development Program.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of training techniques, policies, and procedures.
- Knowledge of computer or training related software and hardware, such as spreadsheets, databases, presentations, and word processing.
- Effective time management and organizational skills.
- Effective oral and written communication skills with external and internal customers.
- Ability to multi-task and pay attention to detail.
- Ability to exhibit excellent customer service.
- Ability to work independently.

Minimum GSU Hiring Standards
Bachelor’s degree in Education or a related field and three years experience in training and development; 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.