



## TECHNOLOGY TRAINING SPECIALIST

**SALARY GRADE:** [C1-54](#)

### **DEFINITION:**

Under the direction of an assigned administrator, locate, develop, and/or deliver available technology training resources, services, and activities to faculty, staff, and administrators. Identify ongoing technology needs in collaboration with campus constituencies and technical staff and develop programs and materials accordingly.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide leadership in technology training through program planning, development and assessment.
2. Develop, coordinate and deliver training sessions and workshops: assess programs and workshops for effectiveness
3. Work closely with faculty, staff and administrators to research, develop, coordinate, implement and/or develop new technology training programs.
4. Advise and consult with college and district personnel on technical and training issues in order to design and deliver technology training.
5. Identify, recruit, and coordinate subject matter experts, staff and industry experts engaged in developing and delivering technology training through various modalities including asynchronous learning, web conferencing, and onsite training.
6. Develop, evaluate and update training materials on a regular basis as appropriate to meet changing technology and user needs.
7. Evaluate and recommend software and web-based applications for use by faculty and staff.
8. Promote program, workshops, and services to faculty, staff and administrators.
9. Work with appropriate staff to maintain accurate records on program development, consulting services, costs, participation records, and promotion of training opportunities.
10. Perform other related duties as assigned.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

1. Technologies such as office software, multimedia applications, content management systems, instructional technology tools, and district systems.
2. Extensive understanding of current operating systems, desktop productivity software (Word, Excel, PowerPoint, etc.) and cross platform issues of application software.
3. Adult learning theory and assessment methods.
4. Instructional design and/or technology training development.
5. Engagement and success relevant to community college student populations.
6. Universal design (accessibility) concepts with regard to the use and application of technology

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Evaluate, design and produce clear training materials, websites, multimedia, and online documentation.
3. Organize and manage development and delivery of training.
4. Express course material and educational goals through the imaginative application of technology.
5. Coordinate and assign work to technical and clerical staff.
6. Communicate in writing and orally to individuals and/or groups of diverse backgrounds including students, staff, and community.
7. Work in a changing environment and manage multiple priorities.
8. Work in a distributed team structure.

**Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in instructional design or related field.
2. Two (2) years experience in program development and implementation.
3. Experience using training technology for instruction with design and development of training materials in a variety of delivery modes, preferably in an educational environment.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Classroom teaching.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard, testing equipment and power tools.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Walking.
6. Reaching overhead, above the shoulders and horizontally.
7. Bending at the waist, kneeling or crouching.
8. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

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