



Job Description

Job Title:	Program Trainer/ Developer – Computer Training (H1B REACH IT Grant)	Grade:	L
Department:	Corporate & Continuing Education	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plan and organize the instructional activities of an assigned program area within Corporate and Continuing Education; provide responsible staff support to the administrator; manage the activities of CCE Instructors and staff; interface with external customers to determine training needs and appropriate instructional delivery.

Characteristic Duties and Responsibilities:

1. Acts as Subject Matter Expert in various technology areas: including but not limited to Programming, Data Management and Analytics.
2. Teaches courses assigned within the assigned area; demonstrate high degree of skill in teaching; models effective teaching techniques for trainers/instructors.
3. Assists the administrator in developing planning, implementing and administering goals and objectives of the assigned area.
4. Recruits, interviews, recommend trainers/instructors/staff and provides orientation for assigned area; monitors and evaluates trainer/instructor/staff performance.
5. Prepares documentation for the origination of classes; schedule dates, rooms and trainers/instructors; Proofs class schedule for accuracy.
6. Monitors course offerings and recommends additions, changes, deletions to keep program/area current; coordinates the development of course outlines and materials in assigned area.
7. Provides administrative assistance to immediate supervisor; develops prepares and presents recommendations and reports; coordinates activities with other program areas.
8. Reviews need for equipment, supplies and instructional materials and recommends purchase.
9. Keeps up to date with new software products and technology in the assigned area.
10. Provides computer-assisted editing to create instructional and promotional material.
11. Researches new program or certificate offerings, and developing or converting programs to an online delivery format for assigned area.
12. Other duties as assigned.



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Reporting Relationships:

Direction Received: Receives general guidance and direction from the Dean or Associate Dean. Receives direct supervision from the Director

Direction Given: No authority or responsibility for the supervisions of others

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and a minimum of 5 years of related technology – education related work experience

Preferred Qualifications:

IT Industry Certification

Knowledge, Skills, Abilities and Worker Characteristics:

- Principles and practices of program management
- Methods and techniques of program development and evaluation
- Principles of instructional design and delivery
- Comprehensive understanding of adult learning principles
- Methods and techniques of program marketing and publicity
- Strong oral and written communication skills
- Strong organizational and interpersonal skills Ability to prioritize multiple tasks

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. May 2015



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- Flexibility in a fast paced environment and handling customer issues in a timely manner

Working Conditions:

Typical office environment