SHASTA-TEHAMA-TRINITY

JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Computer Applications Trainer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, and/or implement computer training activities for assigned area. To participate in the coordination, scheduling, development and design of workshops; promote and present these workshops, to maintain records and to provide one-on-one and group training for staff.

Employees in this classification receive minimal supervision within a broad framework of standard policies and procedures. This job class is responsible for the successful provision and implementation of the District’s computer application training program, which requires good organizational and communication skills, as well as knowledge of computer applications.

SUPERVISOR As Assigned

TYPICAL DUTIES

- Plans, organizes, and provides training on software applications.
- Develops and implements computer application workshops; assists in the assessment and follow-up of programs offered.
- Provides database modeling, analysis and management for computer applications.
- Provides training to staff on a one-to-one basis.
- Coordinates the use of equipment; assists users in the NPG Training Center.
- Keeps records of participation in Training Center and NPG related activities.
- Provides appropriate clerical support.
- Assists with promotion of workshops through brochures, flyers, and news articles. Networks with faculty and staff to encourage participation in workshops.
- Conducts workshops; trains participants in the use of software applications, including Office Suite, internet use, email, and integrated management information systems.
- Assists users identifying opportunities to use technology more effectively, including coaching and recommending training materials.
- Checks out computer materials and maintains records.
- Orders supplies, materials and equipment as needed.
- Maintains records of resource materials, various software and training materials.
- Supervises and assists in evaluating program offerings; provides feedback to the appropriate area.
• Attends various conferences, workshops, and meetings.
  - Collaborates with management, faculty, and staff to promote better training.
  - Performs other related duties as assigned.

EMPLOYMENT STANDARDS Knowledge of:
  - professional growth methods and self-enrichment strategies
  - program promotion and planning
  - computer software programs and networks, including integrated management information systems
  - Microsoft Office Suite
  - computer security techniques
  - basic principles and techniques of application program design, development, and implementation

Ability to:
  - effectively plan, organize, and schedule workshops
  - learn, interpret, and successfully apply District policies, procedures, rules, and regulations
  - collaborate successfully with faculty, management, and classified staff
  - organize and prioritize work to meet appropriate time lines and budgetary guidelines
  - quickly and accurately identify problem areas; analyze probable causes and take appropriate action
  - communicate tactfully and effectively in both oral and written forms
  - stay abreast of technological changes and trends in the industry
  - prepare and maintain accurate records and files
  - exercise tact, diplomacy and good judgment
  - effectively demonstrate and use computer software programs
  - establish and maintain effective work relationships with those contacted in the performance of required duties

Experience/Education

Baccalaureate degree with emphasis in Computer Applications Technology, Education, or a closely related field, or equivalent combination of education, training, and experience.

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