

The University of Texas at San Antonio

Job Description

Job Title: Information Technology Training Coordinator
Code: 19270
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Information Technology/Student Computing Services
Reports To: Director of Student Computing Services

Summary

- Function: Provides technical skills necessary for the development of various computer-based/information technology training and educational programs. Instruct students, staff and faculty while providing various training levels of user knowledge software and web-based application training.
- Scope: Responsible for the preparation, evaluation and implementation of training activities. Employee will be evaluated on his/her ability to conduct effective training while adhering to established departmental and state guidelines.

Duties

- Typical:
 1. Coordinates information technology related training sessions. Assists the department in the evaluation of needs in order to provide the most effective training.
 2. Develops training tools (i.e., manuals, literature, course agendas, training methods, etc).
 3. Oversees the use and maintenance of training laboratories. Creates, organizes and provides instruction in the design/development of computer based instruction.
 4. Maintains training rosters, conducts one-on-one training sessions and enrolls students into courses.
 5. Serves as a training consultant to Office of Information Technology (OIT) technical staff in order to design and develop high quality, advanced technology programs.
 6. Performs other duties as assigned.
- Periodic:
 1. Attends professional seminars.

Education

Required	Preferred
Bachelor's degree in computer science, computer information systems, education, or related field. Equivalent work experience may be substituted for education on a year for year basis.	Master's degree in related field.

Other Requirements

Required	Preferred
Demonstrated ability to provide effective training, promote interest in courses and provide customers with accurate and timely information.	N/A
Extensive knowledge of software and audiovisual equipment.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years experience in a training environment with at least one year of experience in education, information systems, or a related field.	Similar experience in higher education.

Equipment

Required	Preferred
Personal computer, audiovisual equipment and standard office machines.	N/A

Working Conditions

Usual	Special
Normal office and classroom training environments.	N/A

Supervision

Received	Given
General policy supervision with latitude for independent planning.	None.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.