

## **Job Title: Junior Trainer**

**QUALIFICATIONS:** Incumbents in this job category require at least 2 years of experience in developing curricula and instructional materials. An AAS or BA, Education, Human Factors, or a related discipline is recommended. Professional experience is commensurate with a formal undergraduate degree. Incumbents must have good oral and written communications skills; an ability to work on teams; familiarity with MS Office software applications, computer-based training authoring languages, and graphics application software programs.

**GENERAL DESCRIPTION:** The Junior Trainer will be able to develop, revise and assist with the validation of training products. They will be able to develop instructional products from instructional designs prepared by other staff members, as directed by the Senior Trainer. They will be able to work on teams to develop a full range of instructional products from paper-based to computer-based.

**FUNCTIONAL DESCRIPTION:** An individual in this job category performs the following functions:

- Develops, revises and validates instructional products Leatherwood's developed process, as directed by the training director.
- Analyzes instructional design documents and develops basic instructional products based on the design specifications.
- Uses templates developed by training director and Senior Training personnel to produce computer-based lessons.