

Job Title: Senior Trainer

QUALIFICATIONS: Incumbents in this job category require at least 10 years of experience in designing instructional courseware. Education, Human Factors, or a related discipline. A Doctorate or Master's degree is highly recommended. Professional experience is commensurate with a formal graduate degree in related field. Incumbents must have excellent oral and written communications skills; working knowledge of MS Office software applications; desktop publishing and other qualifications as required.

GENERAL DESCRIPTION: The Senior Trainer will be a technical expert. They will be able to direct large programs including programs in which advanced multimedia products and performance support training is required. They will be highly skilled at applying a variety of development and instructional materials and they will be knowledgeable of emerging instructional theories and technologies.

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

- Manage the analysis, design, development, revision and validation of training courseware using the Instructional process.
- Direct and conduct training requirements analyses, task analyses, training needs assessments, and target audience analyses.
- Finalize media selection decisions for various types of job tasks to be trained.
- Lead research and development tasks including job task analysis to determine performance conditions, task sequencing and accepted quality standards.
- Direct the development of criterion-referenced tests in accordance with instructional and customer guidelines.
- Finalize plans for evaluation and validation of instructional materials. Interact with customers