

Connecticut General Assembly
JOB OPPORTUNITY
Information Technology Training Specialist

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM
OF THIS PAGE**

Open To: The Public

Location: Hartford

Hours: Full-Time

Closing Date: April 28, 2015

General Knowledge:

The Office of Information Technology Services at the Connecticut General Assembly is seeking a full time IT Training Specialist with strong interpersonal and communication skills.

Skills and Experience:

Bachelor's degree in Business Education, Computer Science or related field, plus a minimum of 4 years' teaching experience in postsecondary education and adult learning. Must be able to demonstrate congeniality, flexibility, willingness to learn and lead, and an ability to relate to all skill levels. Must exhibit excellent oral and written communication skills and the ability to work as part of a team. Must have knowledge of Microsoft Windows and Office products. Knowledge of the legislative process is helpful.

Responsibilities:

Learning and teaching proprietary applications. Creating and scheduling custom classes and obtaining courseware. Developing classes and course outlines for training permanent staff, sessional staff, and Legislators, with a focus on new technologies providing enhanced interactive training. Scheduling on-site and off-site classes upon request. Scheduling and coordinating presentations for IT staff. Creating and maintaining a library of user guides and help files. Performing testing and providing feedback to developers on proprietary applications. Developing and scheduling of training for new hardware/software rollouts. Performing administrative duties related to class scheduling and financial requirements. Training room setup and coordination of classes and other events. Teaching methods require classroom, one-on-one training, and desk-side coaching, and on-line, any time training.

Application Instructions:

Please send resume and cover letter that includes salary history by 5:00 pm April 28, 2015 to Director, Office of Information Technology Services, Connecticut General Assembly, 210 Capitol Avenue, Room 014, Hartford, CT 06106.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.