



Training Assistant

Salary Group: B11
Class Code: 1780

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TRAINING ASSISTANT	1780	B11	\$26,332 - \$41,355
TRAINING SPECIALIST I	1781	B13	\$29,439 - \$46,388
TRAINING SPECIALIST II	1782	B15	\$32,976 - \$52,045
TRAINING SPECIALIST III	1783	B17	\$36,976 - \$58,399
TRAINING SPECIALIST IV	1784	B19	\$42,244 - \$68,960
TRAINING SPECIALIST V	1785	B21	\$48,278 - \$78,953
TRAINING SPECIALIST VI	1786	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs training assistance work. Work involves assisting with administrative and coordination duties related to training programs. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Organizes and prepares materials and supplies for training courses such as notebooks, handouts, flip-charts, projectors, laptops, or other resources.

Enters data into a training database.

Maintains training equipment and training records.

Assists in compiling reports on training programs.

Assists in scheduling and registration for training courses and conferences, and in preparing and updating course rosters.

May coordinate and maintain a schedule for training presentations.

May assist with maintaining training records and training calendars including completing records of participation.

May assist in preparing articles for in-house publications.

May assist in delivering training in a classroom, distance learning, or e-learning environment.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in training assistance work. Graduation from a standard senior high school or equivalent supplemented by coursework in human resources management, organizational development, or education is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of training procedures and techniques.

Skill in instructing others and in using a computer and applicable software.

Ability to communicate effectively.