

California State University
Northridge

Job Title: IT – Training Consultant
Job ID: 1057
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 0420 Information Technology Consultant – 12
Job Grade: Career
Salary From: 4314.000000 **Salary To:** 8831.000000
Department: IT Training - 8280

Major Duties

Under direct supervision of the IT-Training Lead, designs, develops, documents, and conducts technology applications workshops for university employees as part of the IT Training and Development Group. Creates documentation and support materials such as users' guides, quick guides, newsletters, and web pages. Provides consultative support, problem resolution, and trouble-shooting to campus community on a variety of computing applications. Assumes responsibility for the administration and management of the EBSuite/Remedy cases for a range of applications and IT training consulting and workshops. Tracks and reports on training projects, upgrades, and other processes as needed. Performs other duties as assigned.

Qualifications

Equivalent to graduation from a four-year college or university in a job related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis for up to two years. Equivalent to three years of full-time, progressively responsible computing experience that includes user support services.

THE SELECTED CANDIDATE MUST PASS A FINGERPRINT CLEARANCE.

Knowledge, Specialized Skills, and Abilities: Knowledge of information technology systems and/or applications; generally accepted methods of documentation; and methods and techniques of programming. Familiarity with course authoring software and other programming tools. Ability and specialized skills to: use a variety of application software, data structures, utilities and communication interfaces; develop well written and user-friendly documentation for training and support purposes; apply and assess user needs; identify, analyze, and address user problems; communicate clearly and effectively both orally and in writing to individuals and groups; and establish and maintain effective working relationships with others.

Pay, Benefits & Work Schedule

Salary is commensurate with knowledge, skills, and experience. The university offers an excellent benefit package.

Hiring Maximum for this position is \$6000 per month.

How to Apply

Please complete the online application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Initial review begins May 22, 2009 and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:

<http://www-admn.csun.edu/ohrs/employment/>.

Equal Opportunity Employment

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of age, disability, disabled veteran or Vietnam-era veteran status, gender, marital status, national origin, race, religion, or sexual orientation.