**Program:** AISS

**Position Title:** Training Manager (Lead)

**Location:** Scott AFB

**Position Description:** The Training Manager (Lead) will be responsible for maintaining and updating AISS FoS software applications Training Plans, Training Materials, Web-Based Training (WBT) and Computer Based Training (CBT) content. Work includes overseeing the training support staff, directly assisting supervisors, and coordinating all training services, course schedules, and on-site training involved with the AISS FoS software applications. Must have expert knowledge and experience in instructional system design (such as ADDIE (Analyze, Design, Develop, Implementation and Evaluation) model) to develop web-based, classroom and just-in-time training materials for software releases, including technical and conceptual material for both large and small audiences in a clear concise manner.

**Key Duties and Responsibilities:** The Training Manager (Lead) will perform the following activities:

* Train internal and customer trainers to ensure quality, consistent and appropriate delivery of training modules.
* Assist with the design, development, and update of training curricula, including training manuals and presentations, videos, webinars, activities, workbooks, quizzes and other support materials.
* Assist with the evaluation of training materials in response to manager requests, audit reviews, contract changes to ensure that training materials are aligned with management systems
* Assist with the design and development of new training curriculum, including training manuals and presentations, videos, webinars, activities, workbooks, quizzes, standard operation procedures and other support materials
* Conduct training needs assessments for users
* Provide feedback to management regarding training effectiveness.
* Assist with the development of new courses and curriculum as requested by management or customer.
* Frequently interact with supervisors and/or functional peer group managers. May interact with senior management.
* Demonstrated leadership and people management skills.
* Strong communication skills, analytical skills, thorough understanding of product development.

**Qualifications and Experience:** Mandatory requirements for this position include:

* **Bachelor Degree**
* 12 years of work experience

or

* 18 years of experience and certifications in lieu of a degree
* 12+ years of IT application training delivery to government users and instructors

**Certifications**

• Instructional System Design Certification is desirable.

• ITIL v3 Foundation Certification

**Security Clearance**

• US Citizenship, Secret clearance minimum.