
Auburn University Job Description

Job Title: **Student Info Systems Trainer**
Job Code: **AD36**
FLSA status: Exempt

Job Family: No Family
Grade 30: \$28,000 - \$46,700

Job Summary

Coordinates the development and instruction of staff training and materials specific to the Banner Student Information System.

Essential Functions

1. Schedules and presents workshops for training in all routine functions in the Banner Student Information System by organizing a bi-weekly orientation for new hires that require access to the System.
2. Develops and designs manuals and standard operating procedures for all routine functions in the Banner Student Information System.
3. Redesigns and disseminates updated information to all staff with access to the Banner Student Information System.
4. Maintains documentation of training conducted, attended, and forecasted, as well as other required documentation requested.
5. Assesses completion and success in training and applies profiles and access to staff in Banner.
6. Assesses learning outcomes through questionnaires and direct feedback to enhance future training

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Marketing, Communications, Business Administration or related field.
Experience (yrs.)	2	Experience in teaching/leading in front of an audience; experience designing marketing pamphlets and/or instructional material.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of training methods.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/23/2015
