



Training Specialist Washington, DC

Description: Novonics Corporation is seeking highly motivated individuals to conduct research, develop course materials, train personnel, and maintain training curriculum.

Tasking:

- Conducts training program management procurement, analysis, design, development, delivery, and evaluation of contractor-developed training.
- Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs.
- Develops instructor materials (course outline, background and training aids).
- Develops student materials (course manuals, handouts, completion certs, course critique).
- Trains personnel through classroom, workshops, seminars, and/or computer based/aided training.
- Provides daily supervision and direction to staff.

Education:

Must have a Bachelor's Degree in an applicable field of study and ten (10) years relevant experience OR twenty (20) years of relevant experience. More senior position requires a Masters Degree in applicable field of study and ten (10) years relevant experience OR a Bachelors Degree and fifteen (15) years relevant experience OR twenty-five (25) years of relevant experience

Experience/Knowledge:

- Must have experience in developing and providing technical and end-user training on computer hardware and application software.
- Demonstrated ability to communicate effectively orally and in writing.
- Must be able to work well under pressure.
- FAA experience desired.

Travel: Some travel may be required.