

# Job Description



<b>Job Title:</b>	<b>IT Trainer</b>		
<b>Location:</b>	Arlington, VA	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	\$70,000 - \$80,000	<b>Position Type:</b>	Full-Time
<b>Date Posted:</b>	30 October 2018	<b>Posting Expires:</b>	When Filled
<b>Mandatory Job Requirements:</b>	<ul style="list-style-type: none"><li>• <b>All applicants must be U.S. Citizens and have a current security clearance (NACLAC) eligibility, day one and prior to entry on duty.</b></li></ul> Certifications: <ul style="list-style-type: none"><li>• Instructional Systems Design Certification (Desired)</li></ul>		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> Michelle Might, Corporate Recruiter, <a href="mailto:michelle.might@imcva.com">michelle.might@imcva.com</a> <b>Email Subject Line:</b> IT Trainer – ARNG NCR DOIM			
<b>Job Summary</b>			

IMC is competing for a 5-year contract supporting the Department of Defense (DoD) in Arlington, VA. We need an experienced IT training and development specialist that is capable of teaching adult learners in both a one-on-one setting and group settings. The IT training and development specialist will be responsible for the following:

## Responsibilities:

- Develop training curriculum based on identified customer needs and requirements.
- Document all training sessions and provide monthly updates to supervisor.
- Conduct classroom and 1:1 training for DOIM users.
- Prepare continual training plan with regular content updates and schedule.
- Provide continual cross training and confirm certifications are up-to-date.
- Attend weekly operations, planning, and training meetings; take copious notes to track meeting deliverables.
- Complete other duties as assigned.

## Essential Functions

- Ability to support a fast-paced and agile learning environment.
- Ability to demonstrate excellent communication skills, both verbal and written.
- Analytically inclined with attention to detail and accuracy and consistent follow-through to assure problems are resolved with the ability to respond to last minute requests.
- Ability to identify and articulate key information in an efficient and timely manner.
- Analyzes and recommends alternative solutions to meet customer needs.
- Builds credibility and trust with customers.
- Identifies areas of opportunity to improve customer satisfaction.
- Must have excellent multi-tasking and time management skills.
- Agility to ascertain needs and requirements across multiple functional areas.

**Required Qualifications:**

- Required Education - High school diploma
- 4+ years of relevant experience in training and development.
- **All applicants must be U.S. Citizens and have a current security clearance (NACLAC) eligibility, day one and prior to entry on duty.**

**Desired Qualifications:**

- Instructional Systems Design Certification
- ITIL 2007/2011 Foundation Level Certification
- Physical Requirements: lifting and/or pulling up to 40lbs., sitting, bending, and standing
- Availability to travel if necessary
- A relevant educational degree in one of the follow fields: Information Systems, Information Technology, Cyber Security, Statistics, Business Administration, Human Resources, Education, Communications, Information Security and Assurance, Mathematics, or Telecommunications

**\*\*\*This position is contingent upon IMC's award of the ARNG NCR DOIM IT Support Task Order now being competed under the GSA VETS 2 GWAC.\*\*\***

**Background Information**

*Innovative Management Concepts, Inc. (IMC), a Service-Disabled, Veteran-Owned Small Business, provides a broad range of information technology services to government and commercial clients. Since its founding in 1989, IMC has offered solutions and expertise in: IT operations and maintenance, cyber security, systems and network engineering and support services, cloud/hosting services, software engineering and development, website services, software quality assurance and testing (including IV&V), and project management. IMC is certified in International Organization for Standardization (ISO) 9001:2015 Quality Management, ISO 27000:2013 Information Technology Security Management, and ISO 20000:2011 Information Technology Service Management. As a Service-Disabled Veteran-Owned Small Business, IMC places a special emphasis on recruiting and hiring veterans. Find out more about IMC at [www.imcva.com](http://www.imcva.com).*

***IMC is an Equal Opportunity Employer***