

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9291
Title:	N/A	IT Training & Publishing Administrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: IT Training & Publishing Administrator

Job Summary:

This is work directing the operations and delivery of university-wide technology specific documentation and training including setting standards, developing materials, needs analysis, deployment, and evaluation for training and documentation initiatives.

Example description of duties (not all inclusive):

Directs the content and structure of IT documentation.

Demonstrates experience and instructional skill in development and delivery of strategic training.

Leads and directs strategic UWF training initiatives.

Designs and directs documentation and training operations.

Establishes and maintains proactive and successful liaisons with UWF partners.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.