

## JOB DESCRIPTION

<i>For Human Resource Use Only:</i>	
<b>Job Title:</b>	<i>Training Facilitator</i>
<b>Position Classification:</b>	<i>Exempt</i>
<b>Position Type:</b>	<i>Full-time</i>
<b>Reports To:</b>	<i>Program Manager</i>
<b>Location:</b>	<i>Remote</i>
<b>Contract:</b>	[Contract]
<b>Security Requirements:</b>	<i>Secret Clearance Required</i>
<b>Education Requirements:</b>	<i>Bachelor's degree required</i>
<b>Years of Experience:</b>	<i>10+ years of experience required</i>

<i>For Advertisement:</i>
<p><b>Job purpose</b></p> <p>Serve as a training facilitator assisting in the deployment of an enterprise resource planning (ERP) system which will bring a Total Army fully integrated ERP solution to the Army. Support the execution of New Equipment Training (NET) that will use a Train-The-Trainer (T3) instruction methodology to execute training for Human Resources professionals throughout the Total Army.</p> <p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>· Coordinate with Installation Coordinators (IC) and Command Action Officers (AO) to ensure NET support, preparation, and coordination at end user locations are executed as required to facilitate system deployment.</li> <li>· Assist the System Integrator (SI) and newly trained T3 instructors on IPPS-A which may require periodic traveling.</li> <li>· Serve as a liaison with the Soldier Support Institute (SSI) for Integrated Training Environment (ITE) Product integration.</li> <li>· Collect AAR comments from a functional perspective to facilitate training improvements.</li> <li>· Support the development of readiness scorecards, metrics and measuring of deployment readiness activities.</li> </ul>

**Qualifications**

- 10 years of experience with Army Human Resources and Pay systems, talent management life cycles, and developing training materials.
- Experience in the IPPS-A Institutional and Operational Training Environments, including ITE/Operational Test Environment.
- Experience with developing, writing, and creating training materials, training plans, or training programs.
- Experience in system development and life cycle development environment, training plans, testing, readiness metrics, and evaluation.
- Knowledge of Army Regulation 350-1, Army Training and Leader Development and TRADOC Pamphlet 350-70-14, and Training and Education Development in Support of the Institutional Domain.
- Ability to conduct rapid, independent decision making in stressful or fluid situations, including those that impact critical business systems.
- Ability to lead fast paced training delivery in challenging environments and work with senior military and civilian leaders to foster a positive client relationship.
- Secret clearance required.
- Must have Bachelor's degree in Business Administration or Computer Science.

**Travel Requirements**

This position may require periodic traveling.

Approved By:	
Date Approved:	
Reviewed:	