

## JOB DESCRIPTION

<i>For Human Resource Use Only:</i>	
<b>Job Title:</b>	<i>Training, Development and Support Technologist</i>
<b>Position Classification:</b>	[Position Classification]
<b>Position Type:</b>	<i>Full time</i>
<b>Reports To:</b>	<i>APM</i>
<b>Location:</b>	<i>Fort Knox, KY</i>
<b>Contract:</b>	<i>ASB</i>
<b>Security Requirements:</b>	<i>Ability to obtain secret security clearance</i>
<b>Education Requirements:</b>	<i>Bachelor's degree</i>
<b>Years of Experience:</b>	<i>4 years of experience as a military recruiter (NGB preferred), 3 years' experience in adult learning, teaching, presenting, or training.</i>

<i>For Advertisement:</i>
<p><b>Job purpose</b></p> <p>Design, develop, coordinate, implement and instruct training programs via a classroom setting for the G1/G3 communities throughout the Army National Guard's (ARNG) 54 States, Territories and District of Columbia. Training employs various designs and methodologies to include online learning management systems (LMS), and primarily as the member of a mobile training team. May support G1/G3 conferences and/or workshops in the form of briefing support. Provide instructor- led training support for the NGB Strength Maintenance Training Center and the NGB-Human Resources and Readiness Training Center. Support requests for production and analysis of data to include development of queries, dashboards, charts, graphs, and other web-based tools used by leaders and staff at NGB and all states and territories. Work with all ARNG leadership to develop customized training modules for use both online and in traditional classrooms.</p> <p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Designing, developing, implementing, and continuously evaluating cutting-edge training for the 54 State and Territory RRBs and NGB-level users using various training designs to include online learning management systems, leader conferences, workshops, traditional classroom training events, and any custom-designed training required.</li> <li>• Provides training and training support for the ARNG-HRR-S ASB.</li> <li>• Conducts early user testing and evaluation of new hardware, software, and web-based applications for use by the ARNG-HRR-S to include all recruiting, retention and attrition management applications and various other accession-related applications used by the State and Territory RRBs and G-1 activities.</li> </ul>

- Complete multiple and multi-faceted training design and development projects and provide nation-wide customer support to the entire ARNG R&R force.
- Creates production and analysis reports to include queries, dashboards, charts, graphs, and other web-based tools used by leaders and staff at NGB and the 54 State and Territory RRBs.
- Works with NGB and State/Territory leaders to develop training modules for use both online and in traditional classrooms.
- Conducts leader training events and workshops at Fort Knox as well as in the 54 States and territories comprising the National Guard
- Designs and develops all training materials to include lesson outlines, training guides, user manuals, practical exercises, handouts, and pamphlets.
- Designs, develops, launches, and continuously monitors and reviews all online curriculums to include live web-based training sessions, online presentations, Internet downloads, and pre-recorded online interactive training modules.

### Qualifications

- An understanding of the Army National Guard.
- Graduate of military instructor school preferred.
- Experience working as a member of a mobile training team preferred.
- Experience in training design and development with understanding of the ADDIE Process.
- 3 Years of experience using military recruiting automated and web-based computer applications for prospecting and processing candidates for enlistment. National Guard experience with automated recruiting systems and applications preferred.
- Experience in data analysis, recruiting trends, market evaluation, recruiting production desired.
- Bachelor's Degree or 4 to 9 years of related experience or training, or combination of education and experience that demonstrates proficiency in training, instructing, military recruiting, and military recruiting systems, applications, and analysis.
- 4 years of experience as a military recruiter. National Guard recruiting preferred.
- 3 Years of experience in adult learning, teaching, presenting, or training. Certified military instructor preferred.

### Travel Requirements

- Travel is necessary for this job Monday thru Sunday. Travel can be local, out of area, and overnight travel to be expected.
- Depending on workload, travel can at times reach 60% (2-3 weeks per month), but generally stays at 30-50% (1-2 weeks per month)

### Physical requirements

Approved By:	
Date Approved:	
Reviewed:	