



## Technical Trainer/Instructor

Are you looking to be part of a growing organization? Are you looking for a place to turn your ideas into solutions? Well look no further, at MetroStar Systems Inc., a Microsoft Gold Certified Partner; we have what you are looking for, a fast paced, friendly environment with incredible growth potential. We offer the ability to work with cutting edge Microsoft technology, personalized career development plans and the opportunity to become the next Metro"STAR."

### Job Description:

Seeking a trainer to deliver high level instruction and develop and deliver training materials. An acceptable candidate must have training experience and be comfortable with classroom instruction, field training, and continual course development. Proficiency with Microsoft PowerPoint and Microsoft Word are a must, proficiency with computer based training software would also be helpful. This position requires attention to detail and the ability to work with a team and independently in a fast paced environment. The candidate must have excellent written and oral communication skills as the position requires working with multiple programs and customers. Position requires at least 5 years of training experience, a technical degree or equivalent experience. This position requires US citizenship and the ability to obtain a security clearance.

### Required Skills:

- Provide instruction in both classroom lectures and laboratory sessions.
- This involves setup and configuring necessary equipment and networks to support training courses.
- Prepares training materials from field service requirements or software documentation.
- Partners with subject matter experts to ensure that course material reflects current product features.
- Consults with functional organizations to develop specifications for content of courses.
- This involves customization of standard curriculum to meet specific needs
- Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results.
- Works closely with the business, project and IT teams to develop training materials (User Guides, Job Aids, Presentations, Online Training, etc.) and to facilitate. Classroom and online courses.
- Works closely with the business, project and IT teams to create process documentation and includes testing documentation for accuracy.
- Creates training project plans, training assessments and coordinating training logistics as needed for the project.
- Key member in project teams to ensure education of training is high quality, professional and relevant.
- Assists in managing the storage and upkeep of training document library.
- Develop training programs and offerings that cover sales, implementation, usage, and on-going administration of our products.

Please send your resumes to:

Email: [HR@MetroStarSystems.com](mailto:HR@MetroStarSystems.com) | Phone: 703.481.9581 | Fax: 703.481.9511



## **Technical Trainer/Instructor** (...Continued)

- Develop and maintain standard curricula and materials for the courses.
- Evaluate, maintain, and update existing instructional materials by working closely with internal departments to maintain the right content and approach.
- As an instructor effectively deliver curriculum to partners, customers and employees.
- Proactively identify issues and suggest recommendations to improve curriculum.
- Ensure that instructional programs deliver positive business results and ROI.
- Review of courseware and the testing of lab exercises.
- Ability to travel occasionally to customer sites to deliver training.

### **Minimum Required Skills:**

- Instructional aptitude and mixture of strong technical and interpersonal client facing skills.
- Exceptional presentation skills, strong verbal and written communication skills.

### **Preferred Knowledge and Skills:**

- Certification in or the ability to obtain certification in one of the following subject areas Microsoft Certified Trainer (MCT), Symantec Altiris, SharePoint (MOSS 07), or VM Ware.
- Front end experience with SharePoint.
- 5+ years experience in instructional & curriculum design as well as delivery of instructional programs with regard to enterprise software.
- Developed and delivered training in multiple modalities including; instructor led, virtual classroom and e-learning platforms.
- Proficiency with Microsoft Office as well as eLearning tools.
- Strong problem solving skills, as well as strong communication and customer service skills.
- Experience in the following technologies; VM Ware, HTML, SQL, RDBMS (Oracle and/or MS SQL Server), Altiris, AD/Exchange, Captivate, MOSS 2007, and proficiency with computer hardware.

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### Company Benefits:

- Paid Time Off
- Training Allowance
- Medical/Dental/Life Insurance
- 401(k) Plan

### About MetroStar Systems, Inc.

For the past ten years, IT service and innovation provider, MetroStar Systems, Inc., has transformed from a small start-up into one of America's Fastest Growing Companies (2008), as ranked by [Inc. Magazine](#). This vast and diverse experience allows MetroStar to provide its clients with agile, collaborative solutions designed to integrate people, processes, technology, and learning across an organization and geographic boundaries through six major service groups: Portal Strategy and Integration, Enterprise Infrastructure Support, Business Intelligence, New Media Technology, Training & Education, and Custom Development.

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