



GOVERNANCE. PEOPLE. PROCESSES. TECHNOLOGIES.



TRAINER

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a full-time Trainer located in Arlington, VA. This position requires an active Secret clearance..

- Conduct training as requested by the user community for the following Installation Support Module (ISM) applications: TRANSPROC, INPROC/OUTPROC, PERSLOC, and Central Issue Facility
- Create and/or maintain training materials for all of the applications in the ISM suite.
- Receive requests/ Determine training requirements for customers
- Coordinate logistics associated with training mission(s).
- Participate in the ISM Configuration Control Boards (CCBs) to review upcoming change requests submitted by the user community
- Provide weekly and monthly status reports via the Program Director's status meetings.
- Determine training methodologies and create training plans to support specific training missions or requirements
- Develop training programs for new functionality or for new user groups.
- Assist the service desk as Tier II support.
- Assist APM with updating the Systems Interface Agreements.
- Update and maintain training database environments as necessary.
- As SMEs assist user community with questions and change requests
- Create, review, and conduct briefings, demonstrate application capabilities as requested by the client
- Conduct training as requested by the user community

Requirements:

- Active Secret Clearance is required
- Candidate must have a BS degree and 4+ years of experience or 8 year's equivalent work experience.

Other requirements:

- Create and/or maintain training materials
- Receive requests/ Determine training requirements
- Coordinate logistics associated with training mission(s).-
- Participate in the ISM Configuration Control Boards (CCBs) to review upcoming change requests submitted by the user community
- Provide weekly and monthly status reports-
- Determine training methodologies and create training plans
- Develop training programs for new functionality
- Assist the service desk as Tier II support.
- Assist APM with updating the Systems Interface Agreements.

To apply to this position, please email jobs@directviz.com.