

Title: Training Support Specialist, BRI
Job Code: W04078
Supervisor:-Stephen Higgs

7/19/2019

General Description of Position:

Contribute to ongoing research and education mission activities of the Biosecurity Research Institute by providing educational programming and training support, and performing detailed and critical duties to meet organizational and regulatory requirements. Create learning solutions and materials effective for adult learner audiences to include online, instructor-led, and hands-on training sessions. Work with the BRI Biosafety Officer and Director of Biocontainment Operations to ensure BRI employees and researchers remain compliant with applicable training regulations and maintain proficiency in practices that ensure safety and security. Develop promotional materials for public distribution and website. Assist in the procurement of training grants and manage execution of activities.

Job Description:

Educational/Training Activities: (30%)

- Design and develop instructional content, assessments and activities that align with identified learning objectives. Collaborate with subject matter experts to obtain suggestions and resources for content. Audiences include research professionals, graduate students, undergraduate students, facility support staff, international participants, and community members. Methods of delivery include face-to-face, blended, and online environments.
- Develop, update, and maintain online training courses using Adobe Captivate and Adobe Creative Suite programs or similar interactive e-learning authoring systems.
- Create quizzes and meaningful course interactions to increase learning and retention.
- Write audio scripts for training modules. Capture audio/video content during live events, edit material to generate multimedia deliverables.
- Ensure produced materials comply with Kansas State University Branding Guide, copyright laws, and other related University policies.
- Provide support for training courses and workshops to include facilitating activities and assessments, assisting instructors and participants.

BRI Learning Management System: (25%)

- Lead Administrator of the BRI Learning Management System including updating, monitoring, and maintaining courses delivered through the system.
- Maintain complete, accurate, detailed records of required courses and attendee's completion. Requires timely generation of training invitations, accurate enrollment for online and face-to-face courses and events, and perfect documentation of course completion.
- Create regulatory required reports, monitor and report on compliance status.

BRI Promotional Communications: (20%)

- Initiate development and maintain currency of various promotional materials for the BRI to include brochures, rack cards, bulletins, and annual reports.
- Create visually interesting graphics for use on BRI website, online training, and slide presentations. Provide ideas, suggestions, and content for continually improving the website.
- Compose articles and press releases; liaise with communications personnel in VPR's office to announce research publications, achievements, and other noteworthy activities of the BRI.
- Coordinate Open House activities and serve as campus liaison for the BRI.

Educational Grant Development: (15%)

- Assist with procurement, development and management of grant-based educational training for multiple audiences.
- Search for funding opportunities for training grants and/or workshops that coincide with the mission, expertise of instructors, activities and BRI facility.

Additional Duties and Responsibilities as deemed necessary or as required: (10%)

- The position description does not state or imply that these are the only activities to be performed by the employee holding this position. The employee is required to follow any other job-related instructions and perform any other job-related responsibilities as requested by their supervisor and BRI managers.
- On a backup basis, use knowledge of BRI resources and staff responsibilities to direct telephone calls to the appropriate personnel.

Required Minimum Qualifications:

- High School graduation and three years of relevant experience. Education may be substituted for experience as determined relevant by the organization.
- Ability to pass general background check upon employment and ability to successfully clear FBI Security Risk Assessment to perform duties associated with the Select Agent program within 90 days and every three years thereafter.

Preferred Qualifications:

- Bachelor's degree in science, education, or field relevant to fulfill the duties of the position.
- Excellent interpersonal, oral, and written communications skills: ability to build constructive and effective relationships with a wide range of people. Strong customer-service attitude. Strong organizational skills, including the ability to prioritize and handle multiple projects simultaneously to meet deadlines
- Knowledge and experience with basic database use.
- Demonstrated experience with Learning Management Systems such as Totara, Bridge, or other e-learning platforms.
- Experience using Adobe Captivate and Adobe Creative Suite programs including Photoshop, Illustrator, InDesign, Edge, Premiere Pro, After Effects, and Audition.
- Knowledge and proficiency in MS Office Suite including Word, Outlook, Excel, and Power Point.
- Familiarity with infectious diseases and biosafety fields.

Licenses/registrations/certifications and equipment used:

- Applicants must be currently authorized to work in the United States at the time of employment (US citizen or alien with permanent resident card)
- Consent to and pass an initial basic criminal background check – refreshed every 3 years (condition of employment)
- Consent to and pass a Security Risk Assessment through Department of Justice for Select Agent Program (condition of employment)
- Valid driver's license

Physical Activities and Environmental Conditions:

Minimum physical exertion required for office duties. Repetitive movement to operate computers and office equipment.