

## **Digital Solutions Inc**

**Position Title:** Application Specialist (Trainer)

**Position Status:** Permanent, Full-Time

**Specific Responsibilities:** Provide end-user training in classroom, one-on-one, and non-traditional (CBTs, WebEx) settings. Assist customers in configuring our applications to accommodate their processes. Assist in developing course outlines, training materials, and documents. Provide technical assistance by responding to inquiries regarding errors, and product questions. Interact with other internal departments to resolve product issues and customer practices. Translate and incorporate verbal and visual input from customers into a functional implementation and/or training plan. Assist implementation technicians with installation tasks.

**Required Skills and Qualifications:** Training in adult learning environments, ability and willingness to travel both regionally, and nationally. Familiar with operating systems and basic network knowledge. Familiarity with relational database reporting applications such as Crystal Reports a plus. Ability to work independently, and in teams. Ability to prioritize work, and goal oriented.

**Education:** Bachelor's degree and related experience, or two to three years related experience.

**Qualification Process:** Resume submittal, Interview Process

**Candidate Identified:** NO