

Career Opportunity

Information Systems Training Specialist - SharePoint/Microsoft Office

Ft Belvoir, VA

Essential Functions and Job Responsibilities:

- Collaborates with stakeholders to develop standards and best practices for training so that all users receive consistent training, resulting in fewer user errors and quality data
- Develops and distributes all training materials and documentation, bolstered by the system development documentation including wireframes, diagrams, and high-level requirements, as directed by program leadership or as warranted by operational necessity
- Delivers training (virtual and on-site) to all levels of the organization including trainers to end users and conduct follow-up visits to ensure progression/sustainment of processes/applications
- Provides support for coordinating, developing, and delivering computer-related training to the user community
- Provides second level support and coordinate training with help desks. Provides standards, services, and guidance on IT related training programs that are designed to enable government agency personnel to use information technologies and systems more productively
- Possess expert knowledge of appropriate hardware and software (ex. - PCs, Microsoft (MS) Windows, MS SharePoint, MS Office and required applications). Understands computer functions and related technical terminology and how they are applied in everyday business situations.

Minimum Requirements:

- Bachelor's degree with 5+ years systems training experience of SharePoint and/or MS Office applications. An equivalent combination of education, certifications, and relevant experience may be considered.
- Good understanding of the organizations goals and objectives.
- Good communication and documentation skills.
- Good interpersonal, written, and oral communication skills.
- U.S. Citizenship is required. Selected candidate must be able to successfully pass a thorough Government background investigation.

EM Key Solutions (EMKS) provides our customers with value-added management consulting and information technology services that consistently deliver success. From Systems Lifecycle Support and Healthcare IT Solutions to Network and Desktop Solutions and e-Business, EMKS is focused on making our clients' businesses run smoother and better. With a highly trained technical staff, we apply state-of-the-art information technologies, the industry's most advanced methodologies, and broad-based support services to clients in U.S. Government agencies and the commercial sector.

EMKS is an Equal Opportunity Employer.

**All qualified candidates are encouraged to apply, including:
Minorities, Women, Individuals with Disabilities, and Protected Veterans.**