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GREENBELT, MD 20770

Job No.: WS-2010-1006
Position Title: TRAINER
Announcement Date: April 26, 2010

Wright Solutions, Inc. will be providing voting system support for the 2010 Maryland State Board of Elections. The State of Maryland has a uniform statewide voting system comprised of a Direct Recording Electronic (DRE) Touch Screen (TS) voting system for voting at polling places as well as a central-count Optical Scan (OS) voting system for absentee and provisional voting.

Position Title:	Trainer	Travel Required:	Yes
Project/Class:	State Board of Elections	Location(s):	Statewide, by region
Reports to:	Training Coordinator	Will Train Applicant(s):	Yes
Position Summary			
The Trainer maintains expert knowledge of training materials and provides training for the Voting System Support Services project. The Trainer maintains training curriculum and materials using best practices for adult learners.			
Education			
Bachelor's degree from an accredited college or university with a major in Education/Training. Experience with technical support and technical training a plus. In addition, certification or other proof of training in Education/Training is highly desirable.			
Experience			
The Trainer must have at least three years of experience in information systems training or a related field. It is desirable for the Trainer to have experience with end-user training on computer hardware and software applications.			

Required Skills

A candidate for Trainer must have the following skills:

- Coordinating, developing, and revising training curriculum;
- Preparing appropriate training materials for courses, including curricula, course outlines, background materials, training aids, quick reference guides, and course assessments;
- Preparing materials for students, including course manuals, workbooks, handouts, completion certificates, and course critique forms;
- Delivering training courses using best practices for adult learners; and
- Understanding the functions of the entire voting system and its related services.

Essential Function(s)

The Trainer's primary responsibilities include the following:

- Establishing annual training objectives;
- Helping create training curriculum;
- Arranging for all training facilities;
- Conducting all appropriate training activities for pre-election, Early Voting, and Election Day activities;
- Conduct the training of County Technicians;
- Train Help Desk personnel; and
- Train Election Field Support personnel.

Administrative and Operating Procedures

The Trainer will observe the following operating and administrative protocols:

- Refrain from discussions of substantive project policy with SBE, LBEs, other election officials, or the media without reference to the Project Manager or Project Management Office;
- Hours of operation are 40 hours per week, from 9:00 a.m. to 5:00 p.m. in a to-be-determined office or where training classes are being conducted;
- Be available for work in excess of 40 hours per week, as required by the PMO; report the necessity to work in excess of 40 hours to the PMO and obtain the appropriate authorization in advance;
- Advise the PMO in advance of planned activity including meetings with SBE, any LBE, and other project contractors/subcontractors;
- Attend weekly PMO meetings and present reports and updates as required;
- Deliver a weekly status report that details work performed during the previous week; and
- Deliver a weekly timesheet that reflects all billable and non-billable time for the previous week.

Dress Code

- The dress code is Business Attire:
- MEN: Blazers, suits, or sport coats (when appropriate for meetings outside the office), Dress slacks, Ties, Dress shirts with Buttons and collars, Dress shoes
- WOMEN: Dresses, Skirts, Dress slacks Blouses, Dress shoes, Sweaters