



## Training Content Specialist I

POSTING NUMBER **25010**

DATE POSTED	<b>July 14, 2025</b>	APPLICATION DEADLINE	<b>July 25, 2025</b>
DEPARTMENT	Information Systems Division/Computer Support Center		
SALARY	\$4,500.00 per month. Generous benefit package is also available. Please click <a href="#">here</a> for more information.		
DESCRIPTION	Performs work in instructional design, training development and delivery, knowledge management, and technical writing. Responsible for creating and maintaining effective training materials, learning content, and documentation to support organizational learning goals. Work includes the development of classroom and online learning materials, technical documentation, and support of training initiatives in a variety of formats. Collaborates with subject matter experts, stakeholders, and cross-functional teams to build and sustain a culture of continuous learning and knowledge transfer.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none"><li>• Designs and develops training content for in-person, virtual, and self-paced formats using standard instructional design principles.</li><li>• Conducts training sessions in classroom and virtual environments, including setup and facilitation.</li><li>• Creates and maintains training materials such as presentations, job aids, user guides, and how-to videos.</li><li>• Collaborates with subject matter experts to ensure content accuracy and relevance.</li><li>• Creates, organizes, and curates technical and procedural documentation for internal and external audiences.</li><li>• Assists in evaluating the effectiveness of training through assessments and feedback analysis.</li><li>• Maintains records of training participation and assists with reporting or tracking in learning management systems.</li><li>• Provides chamber support during the legislative session.</li><li>• Performs other duties as assigned.</li></ul>		

## QUALIFICATIONS

Minimum qualifications for this position include:

### Experience and Education

- Experience in instructional design, training, e-learning development, or technical writing.
- Graduation from an accredited college or university with major coursework in education, communication, instructional design, information technology, or a related field is preferred.
- Experience and education may be substituted for one another.

### Knowledge, Skills, and Abilities

- Knowledge of instructional design principles, adult learning theory, curriculum development, documentation standards, and accessibility requirements.
- Knowledge of training and development techniques, e-learning tools, and documentation software.
- Skill in developing and delivering learning in multiple formats (e-learning, classroom, blended).
- Skill in technical and professional writing.
- Skill in using learning management systems and authoring tools (e.g., Articulate, Captivate, Camtasia).
- Ability to evaluate learning outcomes and recommend improvements.
- Ability to analyze, problem solve, and organize.
- Ability to communicate effectively, both orally and in writing.
- Ability to be creative and innovative.
- Ability to complete projects in a timely manner.
- Ability to work well under pressure and meet deadlines.
- Ability to take initiative and work independently or as a team member.
- Ability to handle multiple projects.
- Ability to respond to rapidly changing pace and workload and cope with deadline pressures.
- Ability to maintain confidentiality of material and information.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain regular and punctual attendance.
- Ability to manage projects and collaborate effectively across teams.
- Ability to work flexible hours, overtime, weekends, and on-call duty.
- Ability to provide chamber support during the legislative session.
- Understanding of the legislative process is desirable.

## TO APPLY

To be considered, an applicant must submit a resume, and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

### **Email**

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

**Fax**

(512) 936-1064

**Mail**

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**