



Edulog (Education Logistics, Inc.) | 3000 Palmer Street | Missoula, MT 59808 | 1-800-288-2141 | www.edulog.com

TRAINING TEAM LEAD

WHY WORK WITH EDULOG?

As an employee at Edulog you will have the opportunity to gain invaluable experience in the software industry while helping improve the student transportation system through our leading edge technology nationally and internationally. Edulog is a great company to expand on your existing knowledge and provides you with opportunities to grow professionally and move interdepartmentally as your skills develop. Edulog is a collaborative and creative atmosphere where employee ideas are encouraged and appreciated.

SUMMARY & OBJECTIVE

The Training Team Lead will become an expert on the operating of Edulog's various applications, including its next generation Athena routing and telematics software, Edulog's Parent Portal application, and Edulog's Driver Portal application and ancillary products.

The Training Team Lead will take on two principal responsibilities:

- (1) Hands-on teaching with Edulog's clients;
- (2) Help develop Edulog's overarching training objectives and processes and manage the day-to-day functions of the training sub-group.

In addition, the Team Lead will be responsible for overseeing the creation of training documentation and lesson plans as well as the upkeep of Edulog's online training platform, Edulog University.

PRIMARY FUNCTIONS

- Hands-on client training of all Edulog applications, both remotely and face-to-face (on-site) at business locations
- Develop training objectives and strategies
- Manage the day-to-day activities of the training group
- Oversee the creation of training documentation for both client training and Edulog employee training
- Oversee the training schedules for all Edulog employees
- Oversee staff training
- Assist with onboarding Edulog employees
- Ensure that the materials used for training are updated as necessary
- Supervise and review members of the training team
- Report training key performance indicators to company management
- Develop new methods of training over time (video and/or web based interactive tools, as well as written documentation)

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EDUCATION REQUIREMENTS & QUALIFICATIONS

- Liberal Arts Bachelor's degree plus 4+ years of training experience, preferably in the software industry
- Excellent management and organizational skills
- Creativity and innovation in formulating training programs

TO APPLY: Please visit our website at <https://www.edulog.com/careers/> to complete an application, and submit your cover letter and resume.

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