



TRAINING INSTITUTE

STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO • REEDLEY • CLOVIS • MADERA • OAKHURST • WEST FRESNO

Job Title: Computer Skills Trainer

Reports To: Director / Program Coordinator, Training Institute

Department: Training Institute

Location: State Center Community College District – Herndon Campus or designated training site

Employment Type: Part-Time / Hourly (Not to Exceed)

Wage Rate: \$50.28–\$74.36 per hour (Trainer Level V–IX, depending on experience and qualifications)

POSITION SUMMARY:

The State Center Community College District's **Training Institute** is seeking a versatile and experienced **Computer Skills Trainer** to deliver high-quality, hands-on instruction in a variety of software applications and digital literacy topics. Trainers may teach **standalone computer courses** as well as the **computer skills components of larger certificate programs**, including Administrative Assistant, Human Resource Assistant, and QuickBooks Accounting Clerk.

This role supports both **public and contract education offerings**, helping adult learners develop essential computer competencies for the workplace, job advancement, or certification. The ideal candidate will have at least four years of experience in business, information technology, or education, with proven ability to teach and support adult learners. **Trainer level (V–IX)** will be assigned based on experience, subject expertise, and instructional ability.

KEY RESPONSIBILITIES:

Instructional Delivery

- Deliver in-person, online, or hybrid training in one or more of the following subject areas:
 - **Office Productivity Tools:** Microsoft Office (Word, Excel, PowerPoint, Outlook), beginner through advanced
 - **Accounting & Business Software:** QuickBooks Desktop & Online, Excel for Accounting
 - **Design & Content Creation:** Photoshop, Canva
 - **Web & Digital Tools:** WordPress, basic website management, online collaboration platforms
 - **Technology Fundamentals:** File management, cloud storage, device operation, and digital literacy
 - **Introduction to Programming:** Foundational coding concepts (e.g., Python, HTML/CSS)
- Deliver computer-related instruction for both standalone classes and integrated certificate program modules.
- Tailor delivery to meet the needs of public workshop participants or contract education clients (e.g., local businesses, public agencies).
- Provide live demonstrations, guided exercises, and individual support in lab-based or virtual environments.

Curriculum & Materials Development

- Utilize **Training Institute–developed lesson plans, presentations, and instructional materials** to maintain consistency and program alignment.
- Incorporate **real-world examples, simulations, and workplace scenarios** to strengthen practical application and learner engagement.
- Suggest improvements or updates to course content to reflect software updates and current industry practices.
- Adapt instruction for various class sizes, audiences, and experience levels.

Student Support & Evaluation

- Foster a positive and inclusive learning environment for adult learners with varying computer proficiency levels.
- Monitor student progress through exercises, projects, and skill assessments.
- Provide constructive feedback, troubleshooting, and additional coaching as needed to support mastery.

Program Collaboration & Support

- Collaborate with Training Institute staff on course scheduling, lab setup, materials, and evaluation processes.
- Support coordination of customized contract education sessions, ensuring quality and alignment with client goals.
- Represent the Training Institute professionally during all classes, client interactions, and community events.

MINIMUM QUALIFICATIONS:

- **Experience:** Minimum 4 years of relevant professional experience in computer software instruction, IT support, business systems, or technology training in an educational or workplace environment.
- **Education:** Bachelor's degree in Business, Information Technology, Graphic Design, Computer Science, Education, or a related field preferred. Equivalent work experience may be considered.
- **Certifications (Preferred but not required):**
 - Microsoft Office Specialist (MOS)
 - QuickBooks Certified User or ProAdvisor
 - Adobe Certified Professional (Photoshop)
 - WordPress or coding bootcamp credentials
 - CompTIA, IC3, or other digital literacy certifications
- **Instructional Experience:** Prior experience teaching, tutoring, or conducting workforce or corporate software training preferred.
- **Technology Skills:** Proficiency in PowerPoint, Zoom, MS Teams, Google Workspace, and learning management systems.

REQUIRED SKILLS AND ABILITIES:

- Mastery of relevant software tools and applications.
- Ability to communicate technical information clearly and accessibly to adult learners.
- Strong instructional and facilitation skills in both individual and group settings.
- Adaptability to diverse learning paces and formats.
- Excellent organizational and classroom management skills.

OTHER REQUIREMENTS:

- Must be available for flexible scheduling, including evening, weekend, or off-site classes.
- Must pass a background check per SCCCD policy.
- Must maintain active certification or licensure as applicable to instructional areas.

TRAINER LEVEL PLACEMENT (V–IX):

Trainer level and hourly rate will be determined based on:

- Range and depth of software and instructional expertise.

- Years of instructional and professional experience.
- Industry-recognized certifications and professional achievements
- Demonstrated effectiveness in engaging and training adult learners

TO APPLY:

The **Training Institute** accepts applications on a continuous basis to maintain a pool of qualified Computer Skills Trainers. Candidates who meet the minimum qualifications, based on their submitted resume and cover letter, will be **selected for an interview** and may be asked to deliver a short instructional demonstration.

We also welcome applicants with expertise in **new or emerging technology areas** not currently offered by the Training Institute, as we continue to expand our portfolio of workforce and digital skills training programs.

Submit the following to:

- frank.nunez@sccd.edu
- sonia.guerrero@sccd.edu

Required application materials:

- **Resume**
- **Cover letter** describing relevant experience, software expertise, certifications, and the specific classes or topics you are qualified to teach
- **Applicable credentials or certifications** (if available)