



# CAREER OPPORTUNITY

## GSFIC

### Training & Development Specialist

**\*\* This position is being re-advertised, those who have applied and/or interviewed your resume is still in consideration, no need to re-apply. \*\***

**OUR MISSION...** Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

#### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Salary:** PG: 17

**Location:** Atlanta, GA

**Opens:** July 13, 2012

**Closes:** **Open Until Filled**

This position will close once a successful pool of qualified applicants have been identified

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5658 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

GSFIC will attempt to meet reasonable accommodation request whenever possible.

#### **INTERESTED? Here's What You Need:**

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: **Training & Development Specialist**



**Website:** [www.gsfic.ga.gov](http://www.gsfic.ga.gov)

#### Position Overview

**Duties:** Under general supervision, develops, delivers, evaluates and coordinates comprehensive training courses/programs for Georgia State Financing & Investment Commission (Building Construction), Georgia Building Authority (Facilities Management) and State Properties Commission (Real Estate & Properties).  
*Serves as subject matter expert for eLearning and Learning Management System.*

**Minimum Qualifications:** Completion of an undergraduate degree from an accredited four (4) year college or university and three (3) years of experience in planning, developing, delivering and evaluating training programs or academic instruction.

**Preferred Qualifications** (in addition to meeting the minimum qualifications, applicants that possess the following):

- Two (2) years of experience working with a Learning Management System and/or other training related software.

#### **Competencies:**

Effectively communicates thoughts, ideas both orally and written; demonstrated ability in organizational management training techniques, demonstrates good listening skills; anticipates and takes initiative to learn new skills; ability to interact professionally with a diverse group of clients and staff; meets customer needs; respectful and considerate; and dependable; attentive to detail; ability to work productively in teams. Extensive knowledge of Microsoft Office Suites.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**



GSFIC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.