



## Microsoft 365 Training Specialist

### Company:

With locations in Kansas City and St. Louis, Centriq Training is a technology training company invested in developing and supporting the IT workforce in the Midwest. We train IT Professionals from over 450 companies on Microsoft, Cisco, CompTIA, ITIL, Security, and more. Our 4 Month IT Career Program prepares individuals who want to begin a new technology career. Please visit our website @ [www.centriq.com](http://www.centriq.com).

**Description:** This position will be based out of our Kansas City, MO, office. Our corporate students are adult learners in professional classroom environments. Class deliveries are open enrollment/public or private dedicated courses for specific clients at their site. Students may be in-classroom or virtual, thus trainer candidates should be experienced with delivering highly interactive courses through in-person and web-based platforms, and will embrace Centriq's Core Values.

Communication  
Empowerment  
No Student Left Behind  
Teamwork  
Innovation  
Quality

This trainer will primarily deliver the following courses:

- Teams Bootcamp – End User, Power User, Champion
- Core Microsoft 365 Navigation (All licenses; including Enterprise, Education, & Government)
- Core Microsoft 365 Applications (Online & Desktop) – Word, Excel, Outlook, PowerPoint, OneNote, OneDrive
- Additional Microsoft 365 Applications –Groups, Delve, Yammer, Forms, Stream, Sway, Planner
- Windows 10 End User

Depending upon the specific experience of the selected candidate, additional courses and topics may be delivered, such as:

- SharePoint Online: Power User and Site Owner Bootcamp
- Power Apps
- Dynamics 365

### Required Expertise:

- At least 6 years of experience working in a professional corporate environment.

- At least 2 years' experience as a power user, Champion or administrator of Microsoft 365 (Office 365).
  - Deep subject matter expertise must be demonstrated, including in-depth understanding of the administration of user management roles and permissions.
  - Specific to Teams knowledge: best practices, navigation, search and command, chats, files, calendar, calls, shifts, creating and managing Teams, creating and managing Channels, admin center, M365 Groups and SharePoint
- At least 1 year of experience delivering technology training to adult learners in a professional classroom environment.
- Experience presenting educational topics on Teams, Zoom, Adobe Connect, or other web conferencing tools.

**Preferred Education and Certifications:**

- Bachelor's degree
- Training certification, such as CTT+
- Microsoft 365 Certification, such as Teams Administrator Associate

**Additional Requirements:**

- Highly professional and polished
- Excited to consistently learn new skills, tools, and technology, as well as stay current with constantly changing Microsoft 365 functionality.
- Adaptive and flexible in a classroom with all levels of users; also, with training material and lab environments
- Ability to outline and develop customized curriculum and supplements
- Excellent communication skills, verbal and written
- Positive attitude, sense of humor and creativity
- Ability to work and make decisions with minimal supervision
- Individual contributor and team player
- Ability to travel for public deliveries from both offices and client site deliveries on an as-needed basis (approximately 25-35%)

**The Perks & Benefits:**

- Competitive Salary
- Health
- Dental
- Vision
- Prescription Drug
- Flexible Spending Accounts
- Life Insurance
- 401(k)
- Dedicated prep weeks and work/life balance
- Company gatherings and social events