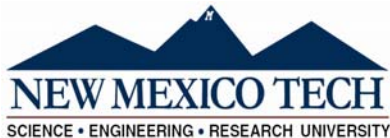


Posted: December 17, 2019



POSITION ANNOUNCEMENT

TITLE: CURRICULM DEVELOPER

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$36,900- \$45,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: January 6, 2020* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The Curriculum Developer position will be responsible for developing, editing, updating and sustaining curriculum to include instructor-led and online programs for the NMT/EMRTC Training and Development unit. Will be required to work closely with Program Manager, Subject Matter Experts, Instructional System Designer and other NMT/EMRTC and or contract support staff. This position must be able to translate technical terms and ideas into text that any adult learner can understand. Will be responsible for reviewing training material and recommend revisions or changes in scope, format, and content. This position is partially funded under the First Responder Training Grant.

REQUIRED QUALIFICATIONS:

Bachelor's Degree required in any area of study. Minimum of 5 years' experience developing curriculum required. Excellent communication and interpersonal skills required. Strong attention to detail required. Ability to multi-task, work independently and highly organized required. Knowledge of learning object design required. Knowledge of the ADDIE ISD module required. Knowledge of section 508 compliance desired. Valid NM Driver's License required. A pre-employment drug test required upon offer.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 203, Socorro, NM 87801-4796