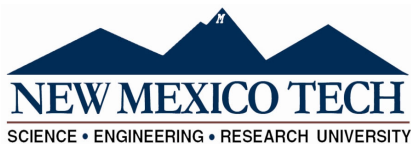


**Posted:** January 10, 2024



## POSITION ANNOUNCEMENT

**TITLE:** PROJECT MANAGER I

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$54,000-\$62,000

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

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** January 19, 2024\* 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 SUMMARY:

The Project Manager of the Training Business Unit accomplishes project objectives by planning and evaluating project activities. The Manager is responsible for organizing, planning and oversight of projects within the organization. The Project Manager will guide, advise and manage staff assigned to projects. The Project Manager will ensure that the delivery of the training programs are consistent with the mission and goals of the organization and that activities of the projects are carried out effectively and efficiently. The Project Manager works closely with the Program Manager and leadership in different business and support units on various projects and collaborative efforts. Multiple departments may carry the responsibilities of different assignments, but the Project Manager is responsible for making sure that all departments come together in a timely manner to complete the overall goal.

### JOB FUNCTIONS:

Management: Accomplishes objectives by orienting, training, assigning, and scheduling employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions to include contract employees for all training courses/projects. 30%

Evaluating: Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change; and instructor oversight. 20%

Ensures the TBU's compliance with project deliverables, sponsor terms/conditions, institutional/organizational policies, procedures and applicable regulatory and legal requirements. 20%

Provides regular progress/challenge updates to the Program Manager and Associate Director of Training and leads efforts toward appropriate resolutions. 20%

Meets financial objectives by forecasting requirements; scheduling expenditures; analyzing variances; initiating corrective action. 10%

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area of study with 2 years' experience directly related to the job functions of this Position or demonstrated, directly related, 10 years' equivalent experience and education in the Military or Law Enforcement may be considered in lieu of the degree, subject to approval. Ability to interact with internal cross functional resources at both peer, subordinate and executive levels of the organization, while tailoring communications appropriately to each audience. Excellent oral and written communication skills. Excellent supervisory skills. Strong planning and performance management skills. Demonstrated ability in program or project management. Must have a valid Driver's License and be able to successfully complete the NMT

Defensive Driving Course. Must pass a pre-employment drug test. All EMRTC employee positions require the ability to obtain a department of defense security clearance (secret).

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 50%	Walking 10%	Pulling
Pushing 5%	Lifting 10%	Stooping	Kneeling 5%
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)