

Posted: March 21, 2023



POSITION ANNOUNCEMENT

TITLE: TRAINING BUSINESS OPERATIONS MANAGER

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,000-\$57,000

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: March 29, 2023*

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 Training Business Operations Manager for the First Responder Training Program is responsible for improving the operational systems, processes and policies in support of the organization's mission, such as management reporting, information flow, organizational planning and assisting with financial processes. Will be responsible for ensuring compliance with the Department and University policies and procedures, state and federal regulation of financial transactions. The Business Operations Manager will ensure that the development and delivery of the training programs are consistent with the mission and goals of the organization and that activities of the Training Division are carried out effectively and efficiently. Works closely with the NMT and EMRTC Finance departments, First Responder PIs, First Responder Program Manager and leadership in different business and support units on various projects and collaborative efforts.

JOB FUNCTIONS:

Management functions: Increases the effectiveness and efficiency of support services through improvements to each function as well as coordination and communication between functions. Provides supervision, leadership and management guidance to the FR warehouse, logistical and finance personnel. Supervise and coach office staff on a weekly basis. Management of project budget in coordination with the Program Manager.

30%

Financial: Oversee the Non-Employee Reimbursement processes. Approve FR JVs and invoices. Assist with monthly and quarterly assessments and forecasts of project's financial performance against budget, financial and operational goals. Oversees day to day processing of data and reports. Reconciles monthly activity, generating year-end reports. Assisting Program Manager in creating budget and monitoring budget spend down. Invoicing to funding sources, including calculation of completed units of service.

40%

Planning: Plays a significant role in planning, systems and controls. Drive initiatives in the management team and organizationally that contribute to long-term operational excellence. Assists with the development of individual program budgets.

10%

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

10%

Ensures the Training Division's compliance with program deliverables, sponsor terms/conditions, Institutional/organizational policies, procedures and applicable regulatory and legal requirements.

10%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area of study. A minimum of five (5) years of professional experience directly related to the job functions OR 10+ years of direct program related accounting experience. (1 year = 6 credits) Working experience with Microsoft Access, Excel, and Word as well as with the Internet. Proficient in Banner

and Argos. Strong management skills, and ability to effectively lead and collaborate across various business functions. 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. Budget development and oversight experience.

DESIRED QUALIFICATIONS:

Demonstrated ability in project management.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 25%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling	Climbing 5%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu