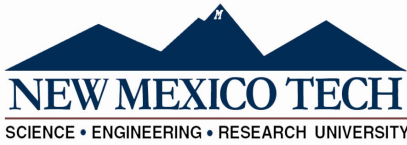


**Posted:** January 9, 2023



## POSITION ANNOUNCEMENT

**TITLE:** TRAINING PROGRAM SPECIALIST/ SCHEDULER (2)

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$60,000-\$71,000

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 17, 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 Program Specialist is responsible for recruiting state, local and tribal first responder participants for all resident courses. This position will work closely with the State Administrative Agencies (SAA), and State Training Officers to schedule participant's and direct delivery courses in their specific state/region. This position may be required to present at State & Regional level conferences or planning meetings for National Security Special Events. Will need to be familiar with all National Domestic Preparedness Consortium training partners and their training. Will work closely with the NDPC members to schedule training. This position will work closely with the Training Program Technician to ensure all course, instructor and participant material is prepared. Will provide reports as requested. Will perform other duties as assigned.

### JOB FUNCTIONS:

Recruit state, local and tribal first responder participants 65%  
Work closely with State Administrative Agencies and State Training Officers to schedule participants and courses within their state/region 20%  
Present at conferences and NSSE planning meetings 10%  
Assist with course, participant and instructor material preparation as needed 5%

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in any + 3 years' experience in related field OR 10+ years in the First Responder Community or direct program experience. Working experience with Microsoft Excel, and Word as well as with the Internet. Basic knowledge of databases and how to run queries. Self-starter. Must be flexible and have the ability to work with a team or independently. Able to effectively communicate verbally and in writing. Task prioritization and workflow management skills.

### LIFTING REQUIREMENTS:

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

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

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 85%	Walking 5%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

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