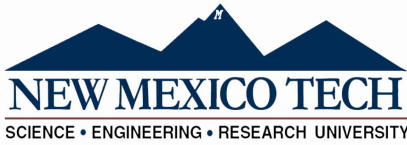


**Posted:** January 9, 2023



## POSITION ANNOUNCEMENT

**TITLE:** TRAINING PROGRAM TECHNICIAN (2)

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$17.50-\$20.31

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 Technician will work closely with the Training Program Specialists to set up and closeout all resident, mobile and virtual First Responder classes. Will be responsible for preparing class, instructor and participant material. Will be responsible for ensuring the host for mobile courses receives all the documents necessary for the class. Responsible for entering the participant and evaluation information into the data base and sending out certificates to each student. Responsible for maintaining the course log. Will assist the Training Program Specialist with maintaining the master rosters for all classes. Will provide reports as requested. Will perform other duties as assigned.

### JOB FUNCTIONS:

Set up all resident, mobile, and virtual classes in the database and on Firstrespondertraining.gov 25%  
Closeout all resident, mobile, and virtual classes in the database and maintain the course log 25%  
Prepare all training material for the host, instructor and participants to include the course flyer with dates and locations and printing/sending out certificates to all participants 25%  
Receive & enter all participant registration info and evaluations (level 1, 2 and 3). Ensure all course/participants are reported. 25%

### REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Three (3) years' related experience. Working experience with Microsoft Excel, and Word as well as with the Internet. Basic knowledge of databases and how to run queries required. 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	O
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)