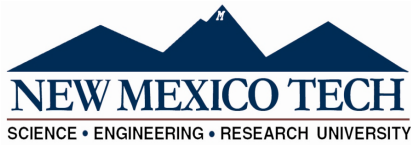


Posted: November 12, 2025



POSITION ANNOUNCEMENT

TITLE: SUBJECT MATTER EXPERT INSTRUCTOR DEPT: EMRTC

REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE \$89,000-\$95,000

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: 11/21/2025* 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:

This position is critical to the functioning of the EMRTC Training Programs. The SME Instructor will provide support for "Resident" and "Mobile" courses for NMT/EMRTC. Resident courses primarily include all First Responder Training but may include other training projects. These courses are in Socorro, NM or at or near the location of the agency that requests the training. This position will be required to work closely with the NMT/EMRTC Instructor System Designer to develop or update training materials. This position is expected to lead the planning, management, and evaluation of various training programs. The duty location will be determined by NMT/EMRTC based on the best interest of the program.

JOB FUNCTIONS:

Professional Instructor Requirements

- Communicate effectively, update and improve one's professional knowledge and skills, comply with established ethical and legal standards and establish and maintain professional credibility.
- Adhere to training performance objectives
- Analyzes and evaluates curriculum options and effectiveness of content Planning and

Preparation

- Plan instructional methods and materials.
- Prepare for instruction
- Develop needs assessments and curriculum

Instructional Methods and Strategies

- Design course materials for both student and instructor
- Develop curriculum for face-to-face learning and format content and graphics using prescribed software
- Create and revise instructional visual aid materials that align with course goals and objectives
- Create activities to reinforce learning
- Assist in development of evaluation plan on course objectives
- Demonstrate effective presentation, facilitation and questioning skills
- Use media and technology to enhance learning and performance

Assessment and Evaluation

- Assess learning and performance

- Evaluate instructional effectiveness

REQUIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school at Hazardous Device School. Knowledge of and experience in the fields of adult education, instructional systems design and emerging educational technology. Skill in the design and use of applied research techniques. Skill in managing and coordinating multiple, ongoing training courses and/or workshops. Ability to interact with high-level Government officials, senior officers and private-sector professionals. Ability to communicate and present orally. Ability to communicate and present in writing. Must work independently on assignments of standard difficulty. R Must have demonstrated first responder experience with an explosives background. Experience as a civilian bomb tech. A valid motor vehicle operator's license Pre-employment drug test Certificate – FBI Hazardous Device School.

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 5%
Pushing 5%	Lifting 10%	Stooping	Kneeling 5%
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu