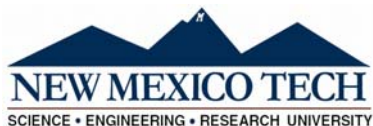


Posted: March 4, 2020



POSITION ANNOUNCEMENT

TITLE: MANAGER OF TRAINING OPERATIONS

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$42,640-\$53,248

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

INTERNAL POSTING THROUGH: March 12, 2020* 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 DUTIES:

The Manager of the Training Operations is responsible for improving the operational systems processes and policies in support of the organization's mission, such as management reporting, information flow, financial processes and organizational planning. The Manager of Training Operations will guide, advise, and manage the staff that conducts Scheduling, Logistics, and Data Analysis. The Manager of Training Operations will ensure that the development and delivery of the training programs are consistent with the mission and goals of the organization and those activities of the TBU are carried out effectively and efficiently. The Manager of Training Operations works closely with the Associate Director, TBU the Program Manager, and leadership in different business and support units on various projects and collaborative efforts. Plays a significant role in planning, system and controls. Development of individual program budgets. Drive initiatives in the management team and organizationally that contribute to long term operational excellence. Oversee 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. Increase 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 TBU Scheduling, Logistics and Data Analysis staff. Supervise and coach office staff on a weekly basis. Management of project budget in coordination with the Program Manager. Provides regular progress/challenge updates to the Associate Director, TBU and the Program Manager and leads efforts toward appropriate resolutions. Ensures the TBU's compliance with program deliverables, sponsor terms/ conditions, institutional/organizational policies, procedures and applicable regulatory and legal requirements.

REQUIRED QUALIFICATIONS:

Bachelor's degree with a minimum of five (5) years' experience directly related to the job functions of this position. 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 required. Excellent oral and written communications skills required. Demonstrated ability in project management required. Budget development and oversight experience. Strong management skills, and ability to effectively lead and collaborate across various business functions required. 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 required the ability to obtain a department of defense security clearance (secret).

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall, Box 036, Socorro, NM 87801-4796