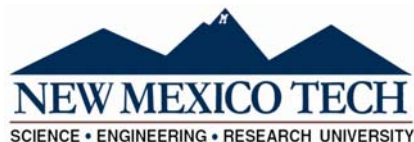


**Posted:** March 4, 2020



## POSITION ANNOUNCEMENT

**TITLE:** TRAINING SPECIALIST

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$10.25-\$12.00

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:

This position provides a diverse range of support activities for the Training Business Unit (TBU), which requires specialized knowledge and comprehensive administrative, organizational and operational skills including: preparing and distributing Instructor and participant material, prepping and distributing participant iPads that are used in the classrooms, participation in registration and graduation of program participants and data entry of various program related documents. While performing the duties of this job, the employee is regularly required to stand, walk, the employee is frequently required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move 50 pounds. Multitasking is essential as deadlines and frequent interruptions are common. Other duties will be assigned as required.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition math. Knowledge of inventory control required. Ability to communicate effectively, both orally and in writing required. Skills in the use of personal computers and related software applications required. Database management skills required. Organizing and coordinating skills required. Knowledge of Apple iPads or other tablets desired. A valid NM Driver's License required. Must pass a pre-employment drug test.