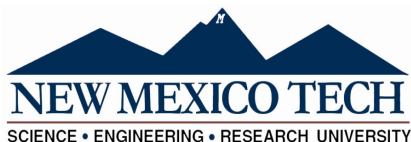


**Posted:** February 24, 2023



## POSITION ANNOUNCEMENT

**TITLE:** CURRICULUM SPECIALIST

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$49,000-\$59,000

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:** March 6, 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 Curriculum Specialist is responsible for aligning assigned curriculum development efforts across involved team members, processes, software, and documentation to complete deliverables according to their assigned timelines. In addition, the Curriculum Specialist supports the curriculum manager in coordinating with instructional design staff, subject matter experts, instructors, and operational staff by collecting documentation through the intake of materials and their distribution. Please see the Job Function section for a specific description of duties.

### JOB FUNCTIONS:

Ensure course curricula documentation meet FEMA/NTED requirements during course inception, development, certification, delivery, and sustainment; maintain course supporting documentation and fulfill assigned FEMA/NTED requests for additional data or documentation. 20%

Assess assigned development timelines and engage task and project points of contact to request status reports and communicate to development manager, assists in the development and collection of deliverables, and conduct an initial review of the deliverables during material intake process. 20%

Manage the task and project deliverable and documentation storage, version control, access permissions, and distribution; ensure documentation contains cohesive terminology. 15%

Conduct development team supporting functions across all delivery methods (residential, mobile, web, virtual, or other); supporting functions may include observing course deliveries, testing, and implementing new development tools. 10%

Coordinate logistics between Development and Operation Teams to conduct course deliveries during a course's pilot (test) phase; gather and synthesize feedback to identify and resolve issues in coordination with instructional staff. 10%

Conduct periodic reviews of course deliveries and other products to ensure their instruction or use aligns with the course objectives or intended use at the direction of the development manager. 5%

Provide support across all development efforts as necessary to meet deliverable deadlines. 20%

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in Curriculum Development, Education, Organizational Development, or Business. Minimum of 5 years' experience developing curriculum. Excellent communication and interpersonal skills. Strong attention to detail. Ability to multi-task, work independently and highly organized. Knowledge of learning object design and SCORM. Knowledge of the ADDIE ISD module. A valid motor vehicle operator's license. Pre-employment drug test upon hire.

**DESIRED QUALIFICATIONS:**

Knowledge of section 508 compliance.

**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 5%	Sitting 75%	Walking 5%	Pulling
Pushing 5%	Lifting 5%	Stooping	Kneeling 5%
Crawling	Climbing	Reaching	Other

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