Posted: <u>June 18, 2021</u>
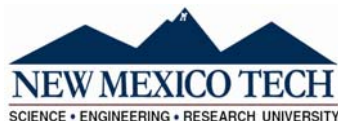

POSITION ANNOUNCEMENT

TITLE: <u>INSTRUCTIONAL SYSTEMS DESIGN MANAGER</u>   **DEPT:** <u>EMRTC</u>

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE: <u>$62,400-$ 75,100</u>
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: <u>June 28, 2021</u>* 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 Instructional Systems Designer/ Manager of the business unit is a senior role in the organization. The ISD Manager is responsible for developing training solutions using various ISD methodologies. Serving in a key leadership role, the ISD Manager will guide, advise, and work with the TBU manager and staff to oversee curriculum development of various DHS/FEMA programs. The ISD Manager will ensure that the delivery of the training programs is consistent with the organization's mission and goals and that activities of the TBU are carried out effectively and efficiently. The ISD Manager works closely with the Chief of Operations, Program Manager, and leadership in different business and support units on various projects and collaborative efforts.

REQUIRED QUALIFICATIONS:

Bachelor's degree required with 3 years' experience directly relate to the job functions of this position or demonstrated, directly related, equivalent experiences and education may be considered in lieu of degree, subject to approval. Ability to interact with internal cross functional resources at both peer, subordinate, and executive level of the organization while tailoring communication approximately to each audience required. Strong management skills and the ability to effectively lead and collaborate across various stakeholders. Demonstrated ability in Instructional Systems Design best practices and methodologies utilized to develop measurable learning outcomes and accompanying materials required. Demonstrated SCORM and Section 508 compliance abilities; development of accessible learning content material to include captions, transcripts, and audio descriptions desired. Demonstrated experience in the development of instructor-led and online training courses desired. Excellent oral and written communication skills utilized in professional settings and communication at the Federal level required. Excellent supervisory skills required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 097, Socorro, NM 87801-4796