Posted: <u>April 27, 2022</u>

NEW MEXICO TECH
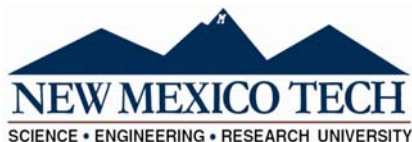SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: <u>POLICY ANALYST & TRAINING SPECIALIST</u>   **DEPT:** <u>COMPLIANCE & SAFETY</u>

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

STARTING RATE or SALARY RANGE <u>$51,500-$81,000</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>May 5, 2022</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:

This is a technical specialist position (level to be determined based on qualifications experience) in the research compliance division. The Policy Analyst and Training Specialist supports the functional areas of various University programs. Conducts research on the impacts of current and proposed legal and regulatory requirements on University operations and mission. Maintains current knowledge of federal, state, and local requirements impacting university research functions. Reviews institutional polices for compliance with regulations, laws, statutes, and rules. Recommends, drafts, and shepherds policies through institutional approval processes. Creates, develops, and delivers training resources for University programs. Participates in a campus-wide regulatory compliance program. May serve as the University's representative to community and government agencies for policy related matters.

- Reads, analyzes and provides updates on current and emerging federal, state, and local regulations, laws, statutes, rules, and polices as relevant to the university operations and mission.
- Reviews institutional polices and makes written policy analyses and recommendations for compliance with federal, state, and local regulations, laws, statutes, rules, and polices.
- Participates in the development of, and establishes university policy and procedures; monitors and evaluates program effectiveness; implements changes required for improvements.
- Develops and recommends standard operating procedures (SOPs) and concepts of operations.
- Creates, schedules and delivers training to support one or more facets of the University's research and compliance programs.
- Compiles and publishes department information on the NMT website; organizes and distributes education and training materials.
- May assist with investigations into alleged violations of research compliance standards and policies.
- Represents the organization to regents/faculty/staff/students and may serve as a liaison between the university and governmental agencies and investigative organizations in specific compliance areas related to research.
- Maintains current knowledge of emerging federal, state, and local policies and standards as relevant to the university mission.
- Consistently demonstrates university core values (Honesty, Integrity, Loyalty, Fairness, Respect, Responsibility, and Accountability).
- Participates in the development of strategies and programs for departmental use.
- Performs miscellaneous job-related duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required, in any area of study. Effective verbal and written communication skills required. Ability to read and interpret complex texts such as laws, regulations, statutes and rules required. Ability to conduct independent research required. Exceptional organizational skills required. Proficiency is the use of MS Office required. Eligible for TS Security Clearance required. Advanced verbal and written communication skills and demonstrated ability to present effectively to small and large groups desired. Experience working in an institution of higher education desired. Experience analyzing complex texts such as laws, regulations, statutes and rules desired. Experience developing training materials and resources such as websites, publications and videos desired. Experience conducting confidential investigations desired. Experience with NISPOM desired. Must be a US Citizen (required for Security Clearance eligibility). Ability to obtain and maintain a top-Secret DoD Security Clearance. A valid NM Driver's License required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 067, Socorro, NM 87801