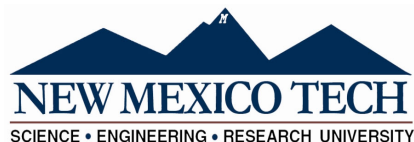


**Posted:** February 24, 2023



## POSITION ANNOUNCEMENT

**TITLE:** TRAINING SPECIALIST

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$15.00-\$18.15

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:

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. Multi-tasking is essential as deadlines and frequent interruptions are common. Other duties will be assigned as required. Other duties could include: data entry of program documents; maintain files for program documents; assist with registration/graduation.

### JOB FUNCTIONS:

Prepare, organize and distribute participant iPads.	50%
Prepare and distribute training material.	20%
Maintain inventory and records for all training equipment and supplies.	10%
Order and maintain inventory training material.	5%
Data Entry of program documents.	5%
Assist with Registration/Graduation as needed.	5%
Other duties as requested/required.	5%

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Knowledge of inventory control. Ability to communicate effectively, both orally and in writing. Skill in the use of personal computers and related software applications. Database management skills. Organizing and coordinating skills.

### DESIRED QUALIFICATIONS:

Knowledgeable of Apple iPads or other tablet.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 50%	Sitting 30%	Walking 50%	Pulling 25%
Pushing 25%	Lifting 50%	Stooping 25%	Kneeling 5%
Crawling	Climbing	Reaching	Other

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