



Southeast New Mexico College
1500 University Drive
Carlsbad, NM 88220
(575) 234-9200, Fax: (575) 885-4951

Workforce Trainer Job Description

Required: Master's degree in a related field with three (3) years of professional experience directly related to the standard duties as outlined. Applicants must have experience teaching in one or all disciplines to include MSHA, H2S, Industrial and Community First Aid/CPR/AED, CDL Instructor and Driving Examiners for licensure, Radiation Control Technician and OSHA-related skills, and competencies for construction, and ideally also for general industry. Applicants must possess a current, active, authorized trainer card in one or all listed disciplines.

Equivalency: Bachelor's degree in a related field with five (5) years of professional experience directly related to the standard duties as outlined. Any equivalent combination of education, training and/or experience as approved by the Human Resources Department.

FLSA Status: Exempt

Level: Eleven (11)

Salary Range: \$66,202.36 - \$74,608.59 DOE

Background:

Located in Carlsbad, New Mexico, Southeast New Mexico College (SENM) is a newly independent public community college accredited by the Higher Learning Commission. A proud Hispanic Serving Institution, it awards certificates and associate degrees that serve the needs of its region and prepare students to transfer to programs at other colleges or universities. SENMC offers Early College and Dual Credit programs in collaboration with local high schools.

Southeast New Mexico College enjoys the strong support of its community, and has been awarded several grants, which include \$11.7 million from the U.S. Department of Energy and several multimillion-dollar grants from the U.S. Department of Education for student support.

The college's diverse employee pool includes 38 full time faculty, 69 adjunct faculty, and 102 staff members. SENMC offers a generous benefits package which includes medical, dental, retirement, and college tuition reimbursement. More information on SENMC can be obtained from its website at <https://senmc.edu>.

Purpose and Scope:

Southeast New Mexico College is seeking dynamic Workforce Instructors with a proven track record of success, to develop curricula and facilitate comprehensive hard and soft skills training for local professionals who seek professional development; to include youth and adult learners to

prepare job seekers for employment within in-demand occupations and job sectors to include:

- Mine Safety (MSHA IS/IU), Surface or Underground
- Industrial and Community First Aid/CPR/AED
- Occupational Safety (OSHA), Construction Industry 10-hour & 30-hour authorized trainer, H2S
- CDL Instructors and Driving Examiners for licensure
- Radiation Control Technician

The Workforce Trainer will assist in developing positive long-term relationships with business and industry representatives. In conjunction with the Workforce and Community Education Director, this position supports and strengthens relationships with business and industry to address workforce needs and assist with talent supply and demand. All training will be conducted in-person. This position may assist in providing leadership to industry sector partnerships and initiate workforce solutions for business and industry.

Duties and Responsibilities:

1. Develops, coordinates, and implements Workforce Development training programs to meet the needs of local and regional employers as needed.
2. Meets with local and regional industry and business representatives to determine workforce and/or talent needs as needed.
3. Deliver learning-centered instruction by establishing a classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success.
4. Adequately prepare all course materials and lessons.
5. Suitably challenge, engage, serve, and communicate with students to encourage their participation and learning while maintaining mutual value and respect.
6. Assesses industry and business organizations and provides comprehensive evaluation of employment skills training needs.
7. Develops and maintains relationships with training providers/instructors in order to develop necessary and responsive workforce solutions.
8. Will assist in, gathering information for additional funding opportunities to support workforce solutions and programming.
9. Will assist in, gathering labor market information, talent demand and skills requirements and translating data into meaningful information to create workforce development strategies.
10. Other duties as assigned in response to a rapidly changing environment.

Knowledge, Skills, and Abilities:

- Ability to accomplish organization objectives by organizing and monitoring work processes.
- Proficiency in MS Office, MS Word, MS Excel, MS PowerPoint.
- Excellent communication skills: keen appreciation for follow up, follow through, and attention to detail.

- Ability to work independently and without supervision.
- Experience working in and with industry; good working knowledge of the region's high demand industries especially as it relates to the workforce needs of employers.
- Knowledge of economic and workforce development practices, systems, and program design; knowledge of training systems.
- Exceptional oral and written communication skills, including writing, editing, and making presentations to groups and individuals.
- Ability to foster a cooperative work environment.
- Punctual and dependable.

Affirmative Action Statement:

SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, military or veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Work Environment and Physical Demand:

- Reach and grasp objects
- Stoop, bend, kneel, crouch, or crawl
- Use of video display terminal
- Use of manual dexterity and fine motor skills
- Communicate information orally and in writing
- Receive and understand information through oral and written communication
- Proofread and check documents for accuracy
- Work a fluctuating work schedule

Performing the essential functions of this position requires the use of a computer throughout most of the workday, the ability to navigate a typical office environment, significant amounts of interpersonal interaction including oral and written communication, and the ability to keep track of multiple tasks, projects, deadlines, information sources and business processes. This job description is intended to be generic in nature and describe the essential functions of the job. It is not an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.

Acceptance:

By my signature below, I certify that I have read my job description, understand my assigned duties, and was provided a copy of this job description.

I understand that neither the SENMC Board of Trustees nor Executive Management of SENMC can guarantee my employment; SENMC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of SENMC. I also certify that I can perform the essential functions of this job description either with or without a reasonable accommodation. I further acknowledge that this job description does not constitute a written or implied contract of employment with SENMC. I further understand that the foregoing job description is not all-inclusive of the duties to which I may be assigned. In order to meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by SENMC.

Accepted and agreed by:

Employee

Signature: _____ Date: _____

Printed Employee Name: _____

Witnessed by:

Supervisor

Or HR Signature: _____ Date: _____

Printed Supervisor or HR Name: _____

Job Title: _____