THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR12711379**	DATE POSTED:	**01/25/16**
POSITION NO:	**150416**	CLOSING DATE:	**02/05/16**
POSITION TITLE:	**Training Instructor**		
DEPARTMENT NAME / WORKSITE:	**DHR/Staff Development & Training Department /Window Rock, AZ**		

WORK DAYS:	M-F	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Maintain website: manage updated information related to our calendars, curriculum, cost rates, and the general public; Maintain SDTD office computers and training laptops via installing new software, anti-virus protectors, other updates needed as well as troubleshooting faculty computer equipment; Must be willing to implement professional skills to market for Staff Development and Training Departments to organizations, businesses, government entities, and the community; Must assist the Training Manager with administrative functions; Employee is to carry the valuable attributes of sincerely caring for training clientele who participate in training within our department.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in subject area of instruction; and three (3) years of curriculum or instructional development or related experience.

Preferred Qualifications:

- A Master's degree in Organizational Training and Development or related field.
- Three (3) years training and instructional design experience.
- Proficient in Microsoft Office software or other computer applications.
- Master Trainer; Instructional Designer/Developer.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Proficient in MS Office 10 and 13 as well as other apps compatible with MS Office 10; Soft Skills Training; Web design and Update capabilities; Internet browser knowledge. FMIS certified; Pcard holder and assume Approver's Role; Must be able to communicate and comprehend the Navajo language.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.