

Training Technician (GS-07)

SkillBridge Internship

NON-REMOTE/IN-PERSON ONLY

U.S. Customs and Border Protection (CBP)

U.S. Border Patrol (USBP)

Office of Training and Development (OTD)

Locations: Artesia, New Mexico

Salary: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule/>

IMPORTANT NOTE: This opportunity is OUTSIDE of USAJOBS.gov and **ONLY** open to DoD SkillBridge interns who are at least TWELVE months of separating and possess or anticipate a [30% or more Disabled Veteran, VRA, and/or Schedule A hiring authority eligibility](#) along with being qualified for the position per the below qualifications.

LOCATION

U.S. Border Patrol Academy - Artesia, New Mexico

MAJOR DUTIES AND RESPONSIBILITIES

This position is located within the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), Office of Training and Development (OTD), and serves in a developmental capacity under the leadership and guidance of a higher graded specialist.

A Training Technician facilitates CBP basic, Federal Law Enforcement Training Center (FLETC)-sponsored training. Works with the Hiring Center and each Border Patrol Sector to identify those trainees who meet class criteria and confirms personnel scheduled for basic training. Maintains liaison with the FLETC Scheduling Coordinator, and other organizational personnel as required for scheduling students. Assists with schedules and securing and coordinating the use of training sites, facilities, and materials.

Performs requisite class coordination responsibilities associated with training. Must be familiar with assigned courses, purpose, scope, prerequisites, administrative requirements, and all appropriate coordination points of contact to include program offices. The responsibilities include but are not limited to:

- Send email notifications with pertinent training specifics and travel information to students.
- Coordinate classroom set up with Logistics.
- Assist with the welcome orientation for each class.
- Manage student bio sheets to generate rosters and other reports.
- Coordinate with Session supervisors and instructors and provides guidance to students, as required, for duration of training.
- Assists students with the completion of required travel documents within the agency's automated travel system. Prior to student travel, reviews all travel authorizations to ensure appropriate funding codes are used, travel dates and other information are correct, and compliance with Academy policies and procedures, as well as Federal Travel

Regulations. After review, forwards to appropriate official for approval. Same review required for processing travel vouchers for reimbursement of expenses.

- Assists with class management using the agency's learning management system and maintains electronic and hardcopy files for each class, to include but not limited to rosters, schedules, departure information, and grade reports.
- Assures all scores and other records are received timely for entry. Collects all training and reference material from instructors and students at the end of the training, sorts and organizes the material, and conducts an inventory.
- Assists instructors with grade calculation and prepares transcripts for each student.
- Assists with support requirements for closing ceremonies and graduations ceremonies by coordinating with the lead instructors.
- Prepares award letters, picks up plaques and other awards, generates graduation notes and programs for ceremonies, secures badges/credentials for issuance, and ensures all other administrative requirements for graduations are completed prior to a set time and date. Prepares area for graduation ceremonies, practices with students prior to graduation, and ensures audio-visual equipment is working properly before ceremony begins. Assists with lighting for the auditorium and other behind-the-scenes operations.

REQUIRED BASIC SKILLSET

Some knowledge in training centers, training programs, schools, or units. Have experiences in effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and automated systems. Experiences in scheduling training events and facilities. Basic capabilities in communicative interpersonal skills and effective communications. Have some capabilities and experiences in presenting professional briefings and in writing reports and records.

- Basic knowledge of automated systems, personal computers, and software.
- Ability to analyze data/products to determine adequacy of training programs.
- Ability to communicate effectively with diverse groups of individuals, both orally and in writing, using tact and courtesy.
- Experience in performing administrative functions in support of training such as, managing training schedules, ensuring resource requirements have been coordinated, and utilizing automated systems.

How to Apply:

NOTE: Your resume must explicitly indicate how you meet this requirement, otherwise you will be found ineligible. Please see the "Required Documents" section below for additional resume requirements.

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: CBP – Office of Training and Development (OTD) – **Training Technician (GS-07)** – Artesia, NM – (What Preference Claiming: [30% or More Disabled Veteran, VRA, and/or Schedule A](#)).

Your resume will enable us to determine the grade level for which you qualify; therefore, align it to the specifics as described in the Duties and Qualifications sections above.

Provide details of your education, background, and experience so we can accurately assess your qualifications, and be sure to highlight any superior proficiencies that uniquely qualify you.

Your DD214 (SSN redacted) or Statement of Service with all campaign medals contained therein (SSN redacted), VA Disability Rating Letter and/or Schedule A Letter is also required along with **REFERENCES FROM ALL PAST AND PRESENT EMPLOYERS.**