

In-Service Instructor Coordinator

North East Multi-Regional Training, MTU # 3, seeks an In-Service Instructor Coordinator with experience in data entry and administrative support services. This individual will assist in reviewing and processing instructor applications at NEMRT, a non-profit corporation operating as Mobile Team Unit # 3 of the ASSIST program. NEMRT uses its \$3M + annual budget to provide basic, refresher, advanced and specialized training to local law enforcement agencies.

The main responsibilities of this position are to assist instructors in updating their existing applications, submitting those applications to ILETSB for approval, and maintaining instructor files.. The nature of this work involves written and verbal communication both in-house and externally, accurate data entry, and the ability to work independently on multiple tasks.

A high school diploma or equivalent is required, as well as an equivalent combination of training, education, and experience which provides the following skills, knowledge, and abilities:

- High school education, including course work in typing, filing, and office procedures
- Ability to deal with confidential or sensitive information in a responsible manner
- Thorough knowledge of business English, grammar, spelling and mathematics and the ability to communicate effectively in English in both written and verbal form including the preparation of technical and business reports
- The ability to lift and carry audio/visual equipment and other items weighing up to 50 pounds
- Maintain a valid and proper class of Driver's License

Excellent salary and benefits package.

Please send resumes to: Search Committee, North East Multi-Regional Training, Inc. at 1717 Park Street, Suite 303, Naperville, IL 60563 or email to employment@nemrt.com. Resumes will be accepted until April 30, 2024.

NEMRT is an Equal Opportunity Employer

EXECUTIVE ASSISTANT CLASSIFICATION

In-Service Instructor Coordinator

Status:	Exempt	Pay Range:	O-6 (\$37,440 - \$53,914)
Department:	Operations		
Reports To:	Deputy Director		
Supervises:	None		
Works With:	All NEMRT staff		
Outside Contacts:	Chiefs, Sheriffs, Department Training Officers, NEMRT Instructors, other Mobile Team Units, Training Institutions, ILETSB staff and Vendors		

JOB PURPOSE:

As the In-Service Instructor Coordinator, this individual must organize, process, and manage all the current and updated instructor files and applications at North East Multi-Regional Training, as well as assist the Instructor Coordinator with the management and processing of new instructors as needed.

The nature of this work involves frequent review and audit of current instructor files and updating applications as needed. Work is performed under a minimum of direct supervision while in accordance with the policies established by the North East Multi-Regional Training Advisory Board of Directors.

Work is performed under general guidelines and is subject to review through periodic verbal and written reports to the Deputy Director.

ESSENTIAL FUNCTIONS OF POSITION:

- Assists current instructors in updating applications and other file maintenance as needed
- Prepares Supplemental Form C applications for submission to ILETSB
- Ensures all updated application packets are accurate, complete and reviewed by the Deputy Director prior to submission
- Works with Program Manager for Special Projects and Program Manager for Scheduling to ensure existing instructors have completed or updated applications prior to teaching scheduled courses
- Works with Instructor Coordinator to answer questions from instructors, agencies and ILETSB
- Assists Instructor Coordinator with new instructor applications and file management as needed
- Communicates with member agencies, instructors and vendors to ensure updated paperwork is accurate
- Actively participates in small group problem solving meetings with NEMRT staff by generating new ideas and by improving coordination of current processes, policies and procedures
- Supports all applicable safety policies and procedures

- Performs other related duties as requested

REQUIREMENTS OF POSITION:

- High school education, including course work in typing, filing, and office procedures
- Ability to deal with confidential or sensitive information in a responsible manner
- Thorough knowledge of business English, grammar, spelling and mathematics and the ability to communicate effectively in English in both written and verbal form including the preparation of technical and business reports
- The ability to lift and carry audio/visual equipment and other items weighing up to 50 pounds
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APPLICATION FOR EMPLOYMENT NORTH EAST MULTI-REGIONAL TRAINING

1717 Park Street, Suite 303
Naperville, Illinois 60542

Version dated: 11/01/10

POSTION(S) APPLIED FOR: _____

DATE OF APPLICATION: _____ / _____ / _____

REFERRAL SOURCES:	NEWSPAPER AD	INTERNET AD	RELATIVE	EMPLOYEE
	WALK IN	GOVERNMENT EMPLOYMENT REFERRAL	OTHER	

NAME:

_____ LAST _____ FIRST _____ MIDDLE

ADDRESS:

_____ STREET _____ CITY _____ STATE _____ ZIP

HOME TELEPHONE NUMBER () _____

CELL TELEPHONE NUMBER () _____

E-MAIL ADDRESS _____

SOCIAL SECURITY NUMBER / / _____

DRIVER'S LICENSE NUMBER _____

ISSUING STATE _____ EXPIRATION DATE: _____

MAY WE CONTACT YOU AT WORK? YES NO

IF YES, WORK NUMBER AND BEST TIMES TO CALL ()

HAVE YOU EVER FILED AN EMPLOYMET APPLICATION WITH NEMRT? YES NO

DATE: / /

HAVE YOU BEEN EMPLOYED BY NEMRT BEFORE? YES NO

FROM: TO:

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.? YES NO

DATE AVAILABLE FOR WORK: / /

TYPE OF EMPLOYMENT DESIRED: FULL-TIME PART-TIME TEMPORARY
STUDENT INTERN

Employer Name: _____
From: _____ **To:** _____
Employer Address: _____

STREET CITY STATE ZIP

Starting Salary: \$ _____
Position Title: _____
Ending Salary: \$ _____
Supervisor's Name: _____ **Title:** _____
TELEPHONE () _____

Please summarize the nature of the work performed and your job responsibilities:

Reason for Leaving:

May we contact this employer for references? YES NO LATER

Employer Name: _____
From: _____ **To:** _____
Employer Address: _____

STREET CITY STATE ZIP

Starting Salary: \$ _____
Position Title: _____
Ending Salary: \$ _____
Supervisor's Name: _____ **Title:** _____
TELEPHONE () _____

Please summarize the nature of the work performed and your job responsibilities:

Reason for Leaving:

May we contact this employer for references? YES NO LATER

Employer Name: _____
From: _____ **To:** _____
Employer Address: _____

_____ STREET _____ CITY _____ STATE _____ ZIP
Starting Salary: \$ _____
Position Title: _____
Ending Salary: \$ _____
Supervisor's Name: _____ **Title:** _____
TELEPHONE () _____

Please summarize the nature of the work performed and your job responsibilities:

Reason for Leaving:

May we contact this employer for references? YES NO LATER

COMMENTS: Including any gaps in employment:

SKILLS AND QUALIFICATIONS: Please summarize any special skills and qualifications you have acquired from previous employment, training or educational courses.

EDUCATIONAL BACKGROUND: Please list the last three (3) schools attended, starting with the most recent school. Provide the number of years completed, the degree or diploma obtained, if any. Also provide us with your cumulative GPA or class rank, and Major and Minor fields of study (if applicable).

High School/College/University Name: _____
Telephone: () _____
Address: _____

<i>STREET</i>	<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>
<i>Number of Years Completed:</i> _____	<i>Degree/Diploma Obtained:</i> _____	YES	NO
<i>TYPE of Degree/Diploma:</i> _____			
<i>Cumulative GPA:</i> _____	<i>Major:</i> _____	<i>Minor:</i> _____	

IF THIS SCHOOL WILL NOT RELEASE INFORMATION, APPLICANT MUST PROVIDE COPY OR TRANSCRIPT OR DEPLOMA.

High School/College/University Name: _____
Telephone: () _____
Address: _____

<i>STREET</i>	<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>
<i>Number of Years Completed:</i> _____	<i>Degree/Diploma Obtained:</i> _____	YES	NO
<i>TYPE of Degree/Diploma:</i> _____			
<i>Cumulative GPA:</i> _____	<i>Major:</i> _____	<i>Minor:</i> _____	

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<i>STREET</i>	<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>
<i>Number of Years Completed:</i> _____	<i>Degree/Diploma Obtained:</i> _____	YES	NO
<i>TYPE of Degree/Diploma:</i> _____			
<i>Cumulative GPA:</i> _____	<i>Major:</i> _____	<i>Minor:</i> _____	

IF THIS SCHOOL WILL NOT RELEASE INFORMATION, APPLICANT MUST PROVIDE COPY OR TRANSCRIPT OR DEPLOMA.

PERSONNEL REFERENCE INFORMATION: Please provide the names and telephone numbers of three (3) professional references who are not related to you and were not previous supervisors. You may also list three (3) academic or personal references who are not related to you.

NAME: _____ TITLE: _____
TELEPHONE: () _____

NAME: _____ TITLE: _____
TELEPHONE () _____

NAME: _____ TITLE: _____
TELEPHONE () _____

MEMBERSHIPS: Please list any professional, trade, fraternal, or civic associations to which you belong and any leadership positions for which you were elected or appointed.

ORGANIZATION NAME: _____	
From _____	To: _____
TITLE: _____	TELEPHONE _____

ORGANIZATION NAME: _____	
From _____	To: _____
TITLE: _____	TELEPHONE _____

ORGANIZATION NAME: _____	
From _____	To: _____
TITLE: _____	TELEPHONE _____

PROFESSIONAL AND ACADEMIC HONORS: Please list any special accomplishments, awards, honors you have received.

STATEMENT OF UNDERSTANDING: It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time North East Multi-Regional Training reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of North East Multi-Regional Training has the authority to make any assurances to the contrary.

I give North East Multi-Regional Training the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand this Employer is an equal opportunity employer. North East Multi-Regional Training does not discriminate in employment and no question on this application is used for the purposes of limiting or excluding my employment, or any applicant's employment, on a basis prohibited by local, state or federal law.

I understand that North East Multi-Regional Training will not refuse to hire a qualified individual with a disability because of that applicant's need for an accommodation that would be required by the ADA.

I understand that this application is current for only (60) days. At the conclusion of this time, if I have not heard from North East Multi-Regional Training and still wish to be considered for employment, it will be necessary for me to fill out a new application.

I understand that my Social Security Number is being collected for verification of my identity, for verification of my eligibility to work in the United States and for the conduct of various pre-employment background checks.

Signature of Applicant _____

Date ____/____/____