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## **Training Coordinator**

**The University of Texas Rio Grande Valley** is recruiting for the position of Software Engineer IV in Edinburg, Texas.

To provide supervisory skills, leadership, and advanced administrative skills for the development and promotion of training programs. Responsible for developing, conducting, coordinating, supervising, and promoting a variety of training and communication programs designed to satisfy the training needs of university departments, offices, or work units. **Education Required for Position:** Bachelor's degree in Education, Business Administration, Personnel Management, Communication, or a related field from an accredited university. **Experience Required for Position:** Three (3) years of experience Developing and conducting training programs. **Other Requirements:** Ability to work evening and/or weekend hours. Occasional travel is required. Strong organizational skills. Strong communication and interpersonal skills. Ability to create accurate memos, user documents, and reports and maintain training records. Ability to interact effectively with diverse faculty and staff populations. Must display excellent interpersonal, organizational, analytical, verbal, writing, and public speaking skills.

Applicants should mail their resume referencing Job Code SRGV6764 to Anjelica Hinojosa, the University of Texas Rio Grande Valley, 1201 W. University Dr., Edinburg, TX 78539. Or go to <https://careers.utrgv.edu/> and submit their application.

**Note: These positions are security-sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.**

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