



**POSTING DATE: 04/30/2025**

**APPLICATION DUE BY: 05/10/2025**

**Title:** Program Aide  
Starting Salary: \$53,413.00

**Location:** New York State Police Academy  
Albany, New York 12226  
Albany County

**Salary Grade:** 13

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** CSEA Administrative

The Program Aide Position is in the non-competitive class and will be filled through the review of a resume and a personal interview process. The Program Aide will function as the paraprofessional who performs a wide variety of administrative activities and tasks in support of the Statewide Learning Management System (SLMS).

**DUTIES**

- Oversee and manage SLMS for online training and employee training record-keeping.
- Oversee all SLMS Secondary Administrators and provide them first-line support and training.
- Maintain liaison between Office of Employee Relations (OER) for compliance with OER mandated training.
- Responsible for administration, implementation and coordination of annual OER Mandated Online training.
- Serve as the NYSP Participating Organizations Delegated Administrator (PODA) to OER.
- Coordinator with OER to provide SLMS permissions for NYSP Employees.
- Serve as the Academy liaison with Division Information Services to resolve issues related to SLMS.
- Maintain consistency in training records by ensuring all NYSP courses are accurately recorded in SLMS.

- Creation of courses to ensure consistency of training records.
- Produce compliance reports.
- Ensure the safekeeping and security of all Division-related training programs.
- Manage the SP Academy E-Learning shared mailbox.
- Collaborate with the Director of Training (or designee) to ensure compliance with DCJS Accreditation Standards.
- Attend relevant conferences and seminars to stay informed on the latest SLMS-related training procedures.
- Compile and prepare annual training-related completion reports.
- Assist in the development and maintenance of online courses.
- Assist Academy Basic School staff with establishing recruit SLMS accounts and training.
- Supervise and train lower-level subordinate staff in the procedures and techniques required to perform their duties.
- Complete special projects as assigned by Command Staff.
- Proofread and review outgoing correspondence for clarity, content, and proper grammatical usage.
- Maintain office E-file systems.
- Maintain multiple Academy e-mail boxes.
- Research background information necessary for preparing correspondence.
- Assist with scheduling meetings and maintaining calendar.
- Oversee and assist with Travel/Training Orders to ensure proper completion, approvals and notifications are made.
- Ensure completion of Academy Roster and lodging assignments for training occurring in the Capital District.
- File and maintain Academy Personnel Jackets.

### **MINIMUM QUALIFICATIONS**

- One (1) year permanent service as a New York State Employee with one (1) year of service in a title allocated SG-9 or higher,

AND

- Demonstrate knowledge of appropriate clerical skills, knowledge of proper office procedures.

AND

- Must be proficient in the operation of personal computers and various software including Microsoft Word, Outlook and Excel.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

### **HOW TO APPLY:**

Kindly send a cover letter and complete resume to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Program Aide*

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov).