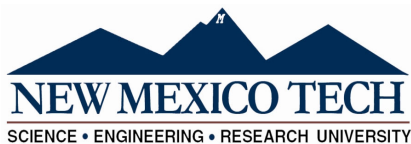


Posted: October 10, 2023



POSITION ANNOUNCEMENT

TITLE: INSTRUCTOR/ COORDINATOR

DEPT: UPWARD BOUND MATH & SCIENCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: October 19, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under the General Supervision of the Upward Bound Math and Science (UBMS) Director, the UBMS Instructor-Coordinator develops curricula and implements programs with a focus on STEM and college readiness in daily classes for approximately 60 high school students grades 9-12 at Socorro High School (SHS). Located on site at SHS during the academic year, the Instructor-Coordinator is responsible for planning and coordination of programming, and will work collaboratively with students, parents/guardians, SHS staff, community partners, and New Mexico Tech staff to ensure the success of students, meet the program's objectives, and follow applicable regulations. The Instructor-Coordinator coordinates with SHS and feeder schools to recruit new student participants and Implement special events and support services. The Instructor-Coordinator recruits and trains tutors and summer program staff. During the Academic Year, the position is based out of Socorro High School (with an additional office at New Mexico Tech), and for the six-week (or longer) summer program the position is based on college campuses and on trips with students with the expectation of overnight supervision. Professional development opportunities include conferences and TRIO Trainings. Class sizes are expected to average 15 students each. Occasional weekend or evening hours possible for additional workshops for students and parents.

JOB FUNCTIONS:

Develops lesson plans and implements curriculum for approximately 60 high school students 40%

Advises and prepares students for high school course registration, college admissions, college entrance exams, career exploration, and more 20%

Coordinates tutoring services (including tutor recruitment), student mentor programs, counseling, hands-on STEM workshops, and study skills workshops 15%

Recruits new students in collaboration with SHS staff, and other resources. Collects organizes and secures student data relevant to the program 15%

Plans and organizes summer programs and activities including overnights 10%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Counseling, Education, Stem, or similar area of study. *those within one year of bachelor's are eligible to apply. 1 year experience working with low-income, first-generation minority students and diverse backgrounds and students with disabilities. Knowledge of college entrance requirements. One year administrative experience and/or NM teacher's license or admission into NMT's ALP. Must have NM Teacher's License or progress toward alternative licensure, must have valid NM driver's license (or ability to obtain by start of hire), must pass background check upon hire.

DESIRED QUALIFICATIONS:

1 year or more STEM/college readiness curriculum development experience. One year experience working directly with TRIO programs. Master's Degree (or significant progress toward Master's) in education, counseling, STEM discipline, or related field. Bilingual. NM Teachers License in secondary science or math. 1 year experience teaching/guiding math and science achievement.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 50%	Sitting 25%	Walking 25%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu