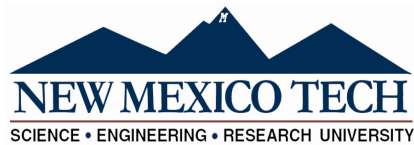


Posted: July 7, 2025



(Located in Albuquerque, NM)
POSITION ANNOUNCEMENT

TITLE: STEM ACADEMY ASSISTANT (2)

DEPT: SWIA STEM OUTREACH

REG ☐

TEMP ☒

FULL TIME ☐

PART TIME ☒

STARTING RATE or SALARY RANGE \$17.50

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: Concurrent* 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:

The STEM Academy Assistants support science, technology, engineering, and mathematics (STEM) outreach activities for the AFRL NM STEM outreach program conducted through Partnership Intermediary Agreement #FA9453-22-3-0022. This support includes assisting in the delivery of instruction in classrooms, preparing materials for upcoming activities, and supporting community STEM outreach events.

These positions are contingent on the availability of funds.

JOB DUTIES:

Assist instructors with the delivery of STEM outreach programs in the STEM Academy classrooms
Lead classroom activities/lessons in the STEM Academy classrooms
Prepare materials for upcoming STEM activities
Support community STEM outreach events

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Strong interpersonal skills required. Strong verbal and written communication skills required. Strong organizational skills required.

DESIRED QUALIFICATIONS:

Experience working with students desired.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 70%	Sitting 10%	Walking 20%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 000, Socorro, NM 87801