POSITION ANNOUNCEMENT

TITLE: ACT COORDINATOR  DEPT: ACT

REG ✔ TEMP □ FULL TIME ☐ PART TIME □

STARTING RATE or SALARY RANGE: $31,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: March 17, 2020* 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 DUTIES:
Order supplies for classrooms and distance education. Facilitates technology support for faculty and students. Assists in setting up, monitoring and maintaining classroom equipment. Assists with webcasts and special event recordings. Performs general ACT clerical work. Supervises student workers who assist in the above tasks.

REQUIRED QUALIFICATIONS:
Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Knowledge of computers required. Knowledge with camera operation desired. Microphones knowledge desired. Knowledge with networks desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 037, Socorro, NM 87801-4796