POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ CONTINUING EDUCATION

DEPT: ACADEMIC AFFAIRS

STARTING RATE or SALARY RANGE: $35,000

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: December 13, 2018

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:

Coordinates scheduling of Continuing/ Community Education classes. Serve as point-of-contact for Community Education; Market community/ continuing education offerings. Support community/ continuing education instructors’ day-to-day needs. Supports community/ continuing education Director and governing committee in expanding the community/ continuing education business model and offerings, responds to phone, email, and walk-in inquiries; handle mail and shipping; disseminate information to faculty, staff and students. Maintain and support community/ continuing education website and publications. Meetings and special events- Schedules and organizes, facilitates travel, reserves facilities, purchases supplies, records minutes.

Assessment and accreditation - Compile, proofread and track documents (syllabi, course material, results of assessment, reports) both electronically and in hard copy. Office filing system – Design, organize and maintain electronic and paper filing systems for record such as instructors, assessment, and payments. Work with and supervise student employees on purchasing, PAFs, advertising, as needed. Track and reconcile budgets, and similar functions.

Supports AA financial Administrator with processing data for teaching loads, monthly salary reconciliation reports/ and other Argos reports. Prepare JV’s/ PJV’s/ BR’s as needed. Record-keeping: Electronic and hard copies. And other such duties as assigned.

REQUIRED QUALIFICATIONS:

Associates degree or completion of program of 18+ months after high school required. OR 5 years relevant experience. Knowledge of accounting/ budgeting procedures required. Knowledge of basic math required. Knowledge of New Mexico Tech’s policies and procedures desired. Skill in English composition, grammar, spelling and punctuation required. Skill in the use of personal computers, websites, email, word-processor and spreadsheets required. Ability to organize, plan and successfully complete tasks required. Ability to communicate effectively in written and spoken English required. Ability to independently solve problems required. Ability to develop and maintain good working relationships required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 156, Socorro, NM 87801-4796