Posted: October 1, 2019

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

REVISED 10/1/19
POSITION ANNOUNCEMENT

TITLE: CYBERSECURITY COORDINATOR   **DEPT:** CYBERSECURITY CENTERS

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

Limited Term
STARTING RATE or SALARY RANGE $15.00 - $16.00
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: 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 DUTIES:
Work with schools, universities, industries, state and national agencies to promote cybersecurity education and economic development. Coordinates Cybersecurity Centers events, outreach, and students and faculty doing outreach. Coordinates cybersecurity audits and teams; communicates with audit clients; ensures no audit is done without full documentation and authorization. Serves as point of contact for Cybersecurity Centers: respond to phone, email, and walk-in inquiries; handle mail and shipping; disseminate information to faculty, staff and students via email and direct communication; proofread documents; facilitate conference calls. Develops, maintains and supports Cybersecurity Centers website and publications. Market Cybersecurity Centers including development and distribution of marketing materials. Supports Cybersecurity Center's Director day-to-day needs. Supports Cybersecurity Centers Director and governing committee in expanding the cybersecurity education and economic development business model and offerings. Meetings, workshops, and special events – schedule, organize, facilitate travel, reserve facilities, purchase supplies, record minutes (specifically including the advisory board and consortium). Computer skills – Utilize word-processor, spread sheet, email, webpage development and maintenance, Argos, Database use, and Banweb to write and review documents, track budgets, and correspond. Office filing system. Purchases, travel, contracts, and property. Work with and supervise student employees on outreach and support activities. Track and reconcile budgets, and similar functions. Monthly salary reconciliation reports/ and other Argos reports. Prepare travel, JVs, PJVs, and other forms as needed. Other duties as assigned.

REQUIRED QUALIFICATIONS:
Associate's degree or completion of program of 18+ months after high school plus 5 years' related experience *OR* Bachelor's degree with some cybersecurity study or experience. Knowledge of accounting/ budgeting procedures required. Knowledge of basic math required. Skill in English composition, grammar, spelling, and punctuation required. Skill in the use of personal computers, websites, email, word processors 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. Basic knowledge of cybersecurity strongly desired. Security audits desired. Outreach knowledge or experience (education and/or economic development) desired. Skill in the use of databases, Argos, Banweb desired. Knowledge of New Mexico Tech's policies and procedures desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 160, Socorro, NM 87801-4796