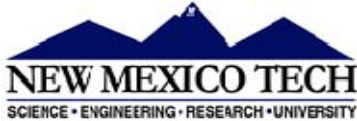


Posted: June 7, 2018



POSITION ANNOUNCEMENT

TITLE: COORDINATOR STEM OUTREACH

DEPT: ADMISSIONS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$45,000

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:** 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:

Administer and coordinates STEM related outreach and education programs including but not limited to the New Mexico Science & Engineering Fair & Olympiad and the New Mexico Tech Mini Course/Camp Program. Provide a strong outreach effort in identifying and recruiting STEM program to NMT. Maintain and ensure the quality and professional coordination of all STEM programs. Write grant proposals, facilitate public and private fundraising and submit yearly special appropriate requests to the state of New Mexico. Monitor all budgets and administer daily cash operations. Includes moderate travel to support NMT recruitment efforts both in state and out. Will required occasional late night and weekend work hours along with travel. Represent NMT and college recruitment fairs. High school visits, and at all outreach events. Assist with all recruitment events on and off campus as assigned. All other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in an area of study. Master's degree preferred. Proven excellent organizational skills required. Database management experiences required. 5 years' event planning experience required. Higher Education experience required. Valid NM Driver's License required. Defensive Driving Certificate required.