

Posted: August 11, 2020



REVISED 8/11/20
POSITION ANNOUNCEMENT

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

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$28,000-\$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.

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 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. 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 Centers' Director day-to-day needs. Supports Cybersecurity Centers 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. Computer skills - Utilize word-processor, spreadsheet, email, web page development and maintenance, Argos, Database use, and Banweb to write and review documents, track budgets, and correspond. Office filing system - Design, organize and maintain electronic and paper filing systems for records such as collaborators and associated research areas, coordinate outreach (both academic and industry) and payments. Purchases, travel, contracts, and property - Process purchase requisitions and reimbursements; process travel requests and reimbursements; process and maintain contracts for the centers and consortium, track property; maintain electronic and/or paper records. 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 such duties as assigned.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition math. Minimum of 3 semesters after high school required. Associate degree or five or more years of experience desired. 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, web sites, 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. Bachelor's degree with some courses or experience in cybersecurity desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 086, Socorro, NM 87801