POSITION ANNOUNCEMENT

TITLE: DIRECTOR AUXILIARY SERVICES

DEPT: AUXILIARY SERVICES

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $59,280-$74,048

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: November 10, 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:
To work within the framework of the Institution’s goals and objectives. Actively implements New Mexico Tech’s Strategic Plan objective. To ensure the quality of student life of the Tech campus is the highest possible within the structure of Auxiliary Services budget. To provide services, conveniences and amenities to the student and members of the university staff. To work closely with all units on the Tech campus to improve services to the students with the ultimate goal of increasing retention and student success. To ensure that the auxiliary services staff is responsible for effective customer practices. To provide the vision, leadership, and effectiveness to the self-supporting auxiliary units. To provide financial oversight and support for Student Life.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required in any area of study. Master’s degree preferred; combination of experience in management, financial operations and reporting, and direct work with college students in a professional capacity. Five years’ clearly demonstrated and documented success in the following areas: Employee development and performance management skills required. Experience in modern management and marketing theory and techniques required. Experience in student personnel services, and higher education administration required. Experience in and demonstrated ability to manage financial operations both budgeted and revenue driven, large capital projects and reserves required. Exceptional oral and written communications skills required. Knowledge of methods used to collect and analyze statistical data required. Exceptional personal presentation and interpersonal skills required. A valid NM Driver’s License is required and the ability to obtain a Defensive Driving Course Certificate.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 110, Socorro, NM 87801