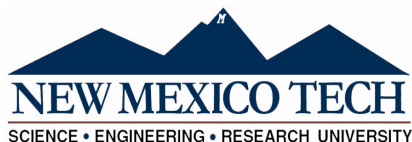


**Posted:** September 26, 2022



## POSITION ANNOUNCEMENT

**TITLE:** NDPC CONSORTIUM LIAISON

**DEPT:** OFFICE OF RESEARCH

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$70,000-\$77,000

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:** October 4, 2022\* 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:

Assists the Principal Investigator with planning, coordination, and implementation of the National Domestic Preparedness Consortium. Participates in the generation of program resources and in the implementation of program goals, objectives, and protocols as it relates to coordination with the NDPC. Represents the program to both internal and external constituencies with respect to the NDPC, and provides coordination, consultation, and support to NDPC constituencies as appropriate.

- Plans and coordinates the development, implementation, and execution of NDPC Coordination to achieve the overall mission, goals, and objectives of the NDPC.
- Assists Associate Vice President for Research in administering facets of the coordination and planning related to NDPC members and programs.
- Serves as a liaison with internal and external constituencies on assigned matters relating to program activities.
- Plans, develops, and implements strategies for identifying and generating information, meeting planning and/or resource opportunities for program activities.
- Provides and/or coordinates the provision of guidance, consultation, related support to the Principal Investigator within area of program focus; provides day-to-day problem solving as necessary on day-to-day NDPC coordination.
- Creates, produces, and delivers a range of promotional, educational, and informational presentations, and/or resource materials related to NDPC coordination activities and initiatives.
- May coordinates the relevant collection, compilation, and analysis of program activity data; assists in the development, writing, editing, and presentations of program reports and evaluations.
- Advises on operating goals and objectives for the program; identifies opportunities to enhance program operations to achieve greater efficiencies and effectiveness and to fulfill program objectives outlined within the contract/grant.
- May supervise and/or lead staff and/or student employees, as assigned.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required any area, plus eight (8) years of experience. Planning, scheduling and coordination of meetings and workshops required. Demonstrated professional knowledge and operational expertise within designated area of high-level support of center or division required. Ability to develop and deliver both oral and written presentations required. Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources required. Ability to make administrative/procedural decisions and judgments required. Ability to understand desired learning objectives and coordinate committees assigned required. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community required. First Responder/Military/Public University experience desired. Knowledge of publishing procedures and requirements, including desktop publishing desired. Knowledge of journalism principles and techniques desired. Knowledge of public relations, communication principles, media, and marketing techniques desired.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Socorro, NM 87801