

Posted: August 9, 2023



RE-OPEN 8/9/23
POSITION ANNOUNCEMENT

TITLE: PROGRAM COORDINATOR **DEPT:** SOUTHWEST INNOVATION ALLIANCE

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

STARTING RATE or SALARY RANGE \$47,000-\$60,000

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 SUMMARY:

Plans and coordinates the day-to-day fiscal, administrative, and operational activities of the Southwest Innovation Alliance (SWIA) and its work with the U.S. Air Force Research Laboratory (ARFL). Duties typically include assisting with program planning and administration, fiscal, budgetary, and/or other associated transactions, program implementation and administration, internal and external operational/administrative liaison, program marketing, and reporting. Supports program managers in the management of facilities and coordinates meetings/events. Resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports, and prepares a range of administrative documents. The position is based in Albuquerque, New Mexico on Kirtland Air Force Base (KAFB) and/or Socorro, New Mexico on the New Mexico Tech Main Campus.

JOB FUNCTIONS:

- Provides specialized administrative support in the development, implementation, and marketing of SWIA programs/projects. 15%
- Serves as a central point of contact between students, faculty, staff, other departments, federal agency points of contact and/or external constituencies on day-to-day programmatic, operational, and administrative matters; assists with seminars, meetings, special projects, and/or general problem resolution. 20%
- Coordinates activities of support staff, consultants, faculty, and/or volunteers engaged in implementation and administration of program objectives. 10%
- Monitors and administers SWIA revenues and expenses; may develop or participate in the development of funding proposals for the center. 15%
- Writes, edits, and coordinates development of fact sheets, promotional materials, briefings, training manuals, newsletters, and/or brochures, as appropriate to the center. 5%
- Maintains center records, researches information and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources. 10%
- Performs clerical and administrative support tasks, including creation, typing, and editing of program correspondence, purchasing documents, reports, program handbooks, and other publications. 15%
- May assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the center; may participate in other fundraising activities. 3%
- May perform specialized activities of a programmatic nature in direct support of the accomplishment of center objectives and protocol. 3%
- Performs miscellaneous job-related duties as assigned. 4%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in General Studies, Business, Public Administration or a closely related discipline; or seven (7) years of relevant experience may be accepted in lieu of a degree. Five (5) to seven (7) years of experience directly related to the duties and responsibilities specified, completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Ability to make administrative/procedural decisions and judgments. Ability to communicate effectively, both orally and in writing as demonstrated by word processing, and/or office skills. Records maintenance skills with both physical and virtual filing systems, ability to access, search, and navigate on the web. Ability to understand and apply University policies and procedures. Ability to gather and analyze statistical data and generate reports. Ability to interact with colleagues in a team environment and lead/train assigned staff.

DESIRED QUALIFICATIONS:

Ability to perform simple accounting procedures and knowledge of finance, accounting, budgeting, and cost control procedures. Ability to coordinate and organize meetings and/or special events. Skill in organizing resources and establishing priorities.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 25%	Sitting 46%	Walking 15%	Pulling 1%
Pushing 5%	Lifting 5%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching 1%	Other

Apply to: nmtjobapps@npe.nmt.edu