POSITION ANNOUNCEMENT

TITLE: PUBLIC HEALTH SUPPORT SPECIALIST  DEPT: ADMINISTRATION & FINANCE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $37,440-$43,680

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:

This regular, full-time position will work flex hours on-site, remotely, and from home to provide centralized support, planning, logistics, implementation, and communication within New Mexico Tech community and collaboration with external constituencies as directed. This position will report to the Director of Emergency Management, and work with unit Vice President/ delegates, and the Tech COVID-19 Task Force as needed. This position will help to provide vision, leadership, and effectiveness to the response and preventative measures to minimize the spread of the pandemic on-campus and in the local community.

REQUIRED QUALIFICATIONS:

A Bachelor’s degree preferred combination of experience in management, health care, financial operations and reporting, and direct work with college campus community. Three (3) years clearly demonstrated and documented success in the following areas: Employee development and performance management skills desired. 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 desired. Exceptional oral and written communication skill 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 required and ability to obtain Defensive Driving Course Certification.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 013, Socorro, NM 87801