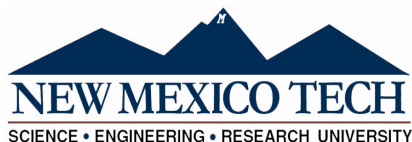


Posted: February 3, 2023



POSITION ANNOUNCEMENT

TITLE: UBM&S COORDINATOR

DEPT: UPWARD BOUND MATH & SCIENCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00-\$17.00

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:

The Project Coordinator will assist the Director/Associate Director in implementing the project objectives specifically help with administrative paperwork, help coordinate tutoring/workshops and tracking of budgets, etc. The Coordinator will have one year of similar work experience, preferably working with low-income, first-generation, and/or minority students. Other project personnel – tutors, faculty, and summer residential staff – are strategically employed as determined by project activity. Will perform other duties as assigned by supervisor. This position Advises and prepares students for high school course registration, college admissions, college entrance exams, career exploration, Coordinates tutoring services (including tutor recruitment), student mentor programs, counseling, hands-on STEM workshops, and study skills workshops, Recruits new students in collaboration with APS staff, and other resources. Collects organizes and secures student data relevant to the program, also Plans and organizes summer programs and activities including overnights.

JOB FUNCTIONS:

Advises and prepares students for high school course registration, college admissions, college entrance exams, career exploration, and more.	15%
Coordinates tutoring services (including tutor recruitment), student mentor programs, counseling, hands-on STEM workshops, and study skills workshops.	20%
Recruits new students in collaboration with APS staff, and other resources. Collects organizes and secures student data relevant to the program.	15%
Plans and organizes summer programs and activities including overnights.	25%
Other Duties as assigned by supervisor.	25%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Experience working with underprivileged students, first generation students, students with diverse backgrounds. Excellent communication skills. Knowledge of college entrance requirements.

DESIRED QUALIFICATIONS:

UBMS Experience (including having attended this program). Associate's degree or completion of program 18+ months after high school.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 30%	Walking 25%	Pulling
Pushing	Lifting 15%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu