

Posted: February 3, 2023



POSITION ANNOUNCEMENT

TITLE: ACTIVITY DIRECTOR

DEPT: TITLE V/ MST

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$60,000-\$65,000

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: February 13, 2023* 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:

Responsible for the day to day implementation of a Title V Department of Education grant (Advancing Teaching and Training of Hispanic Educators in STEM in New Mexico, Year 5 of 5). Responsibilities include the meeting of grant deadlines, managing the budget, the documentation of task completion, supervision of project personnel, assessment of the program, managing reporting requirements and overseeing the development, creation, and implementation of new Education courses. The Activity Director will work directly with other members of the Title V grant team, the Director of Teacher Education Programs, the faculty who teach in these programs, and the students in our teacher training programs. The Activity and Outreach Director will also work with team members to maintain social media sites, the website, and outreach materials. This person will also work with the Teacher Education Programs team to promote the programs and address K-12 teacher vacancy rate in New Mexico.

JOB FUNCTIONS:

Meeting grant deadlines and documenting task completion.	15%
Managing Title V grant budget.	15%
Supervising Title V Project Personnel.	15%
Working with Dir. of Teacher Ed. Programs and project personnel on MST curricular changes.	15%
Working with Dir. Teacher Ed. Programs and Instructor of Education to promote teacher education.	15%
Maintains program websites, social media presence and outreach materials.	10%
Miscellaneous grant and other related activities.	5%
Assessment of program activities.	10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Bachelor's Degree- Education, Psychology, or Related Field. MS Office including Excel. Google Products. Experience in higher education, teacher training programs, or faculty development related to innovative teaching.

DESIRED QUALIFICATIONS:

Master's Degree- Education, Psychology, or Related Field. Canvas and Banner. Social Media Platforms (e.g., Facebook, Instagram) and design software.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 15%	Sitting 75%	Walking 10%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu