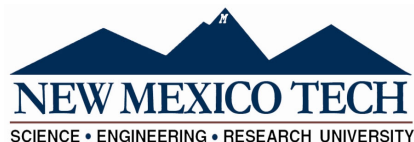


Posted: August 16, 2022



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR

DEPT: TITLE V GRANT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.50

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: August 24, 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:

Assist members of the current Department of Education Title V grant titled, "Advancing the Teaching and Training of Hispanic Educators in STEM in New Mexico" (AT-THE-STEM-NM). Responsibilities include working to support grant personnel and students in Teacher Education programs, copying, correspondence, purchases, record keeping and filing, arranging meetings, giving tests, arranging travel, maintaining numerous data files, running reports, acting as a courier, and supporting grant activities.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 5 year's relevant experience required. Microsoft Excel, Microsoft Word, Adobe Acrobat required. Google Suite, including Gmail, Google Calendar, Google Drive, Google Sheets required. Canvas or Similar Learning Management System desired. Banner and/or Argos desired.

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