**NEW MEXICO TECH**
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

**REVISED 9/2/21**
**POSITION ANNOUNCEMENT**

**TITLE:** <u>ADMISSION COORINATOR</u>          **DEPT:** <u>ADMISSION</u>

**REG** ☑          **TEMP** ☐          **FULL TIME** ☑          **PART TIME** ☐

**STARTING RATE or SALARY RANGE** <u>$30,000-$32,000</u>
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:** <u>Concurrent</u>* 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 with managing student SLATE and Banner databases from time of inquiry to enrollment. Maintains and updates computer database for undergraduate applications to New Mexico Tech. Assists SCT's databases system for the Admission Office. Logistical planning support with any/all Admission office programs such as MESA day visit, Orientation-Registration, Annual Letter campaign, etc. Retrieve multiple reports from SLATE and Banner to assist with all recruitment efforts. Processes all paperwork related to undergraduate new student admission. Assist Admission office with any/all programs. Meet/greet public including campus visitors, emails, phone calls, letters, etc. Under general supervision, provide support for all outreach open houses and programs, including but not limited to Exploration Day, Research @ Tech Day, Counselor Day, and all Admission recruitment STEM outreach programs. Attend recruitment College fairs as needed.

**REQUIRED QUALIFICATIONS:**
Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Knowledge of SCT's Banner and SLATE student databases preferred. Computer skills including Microsoft Word, Excel, and Power Point required. Communications skill both verbally and written required. Proven organizational, planning, analytical, and problem solving skills required. Able to handle multiple tasks, despite frequent interruption and meet strict deadlines required.

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