Posted: <u>May 9, 2022</u>

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

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

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

STARTING RATE or SALARY RANGE <u>$35,000</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>May 17, 2022</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:

This role fills a very important position in the Office of Admission at NMT. The Admission Specialist is the hands on expert for the collecting and processing of student applications. NMT uses the Technolution, Slate CRM to collect, update and process applications. The Admission Specialist maintains and updates computer database for undergraduate applications to New Mexico Tech. As part of the Admission Office assists in planning support with any/all Admission office programs such as, but not limited to Orientation-Registration, Exploration Day, Research at Tech Day. Retrieve multiple reports from SLATE and Banner to assist with all recruitment efforts. Admission office staff with any/all programs. Meet/greets 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. Process student applications, manage and update applicant files through enrollment. Maintain filing system of student records. Coordinate with other departments and staff on campus for various programs including Research @ Tech Day/ Exploration Day, MESA day visit, etc.

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 PowerPoint required. Communication skills both verbal 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 West Hall Box 070, Socorro, NM 87801