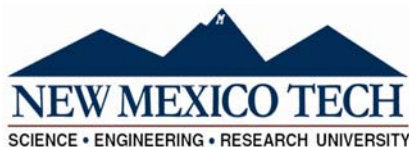


**Posted:** April 22, 2021



## POSITION ANNOUNCEMENT

**TITLE:** ASSOCIATE DIRECTOR    **DEPT:** STUDENT & UNIVERSITY RELATIONS/ADMISSION

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE:** Negotiable

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 DUTIES:

Works in collaboration with Admission team to design, target, evaluate and revise mailings (electronic and physical). Provides relevant reports assessing the effectiveness of communication campaigns. Supports all aspects of recruiting of prospective students. Provides regular feedback and data to Director on process improvements and funnel management. Responsible for planning, developing, monitoring and supervising admission functions and records functions for all prospective student throughout the admission process. Leads, supports and trains Admission Advisors in admission process. Supports and monitors data integrity and ensures data processes. Works to resolve data errors diagnose causes and minimize potential errors. Establishes and maintains consistent communication with schools, organizations and individuals in assigned region(s) to bolster New Mexico Tech over inquiries, applications and admitted students. Develop reporting structure to assess effectiveness of such efforts. This includes (but not limited to) regular phone, digital and in-person communication with school administrators, counselors, classroom teachers and event organizers. Hosting/leading recruiting events both on NMT campus, NMT facilities outside of Socorro and established locations such as high schools to name a few. Additional admissions, recruiting, marketing and administrative functions as requested by Director of Admission. Lead various admission processes and staff in support of absence of Director of Admission.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required area of study. Master's degree preferred in Higher Education Administration, Marketing, Leadership. Five (5) year's related experience, or combination of education and experience in college admissions required. Customer service or Client communication skills including excellent oral, written and communication skills required. Knowledge of modern enrollment management procedures and methods including experience in recruiting student required. Expert knowledge of college recruiting methods and practices and functional knowledge of admission CRM database required. Exceptional time management, analytical, project leadership and tasks prioritization skills required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 057, Socorro, NM 87801-4796