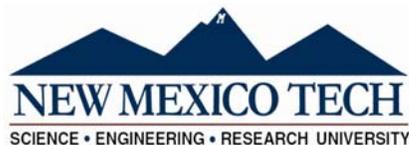


Posted: June 6, 2022



POSITION ANNOUNCEMENT

TITLE: ASSOCIATE DIRECTOR FIRST YEAR ADVISING & ENGAGEMENT **DEPT:** 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:

The Associate Director of First Year Advising and Student Engagement, working under the Director of the Office of Admission, will engage with a network of faculty and administrators on campus to facilitate new student success. This position will assist admitted and newly enrolled students to New Mexico Tech by supporting and advising them on academic and non-academic planning, and connecting students with key campus resources. Critical responsibilities include: Impactful engagement with newly admitted students in an effort eliminate obstacles enrollment. An extensive caseload focused on advising first-year students and transfer students, including appropriate course selection, degree planning and supporting academic success. Functions as an expert on degree requirements and the current academic catalog supporting students pursuing degrees in Science, Technology, Engineering and Mathematics. Will also develop an efficient communication and workflow process that ensures that NMT effectively and responsibly addresses new student's questions.

As a member of the Admission Team, this position requires a keen understanding of admission processes. The ability and willingness to assist with department wide projects (Exploration Day, Research at Tech Day, Orientation) is critical.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in any area of study. Ability to work efficiently and productively in Microsoft Suite. Professional Communication skill required. Knowledge and experience of student data management systems desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Box 095, Socorro, NM 87801-4796