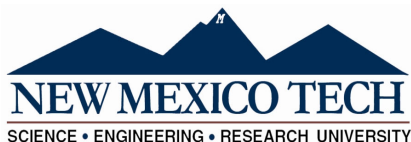


Posted: March 9, 2023



POSITION ANNOUNCEMENT

TITLE: APARTMENT HOUSING & AUXILIARY SERVICES COORDINATOR

DEPT: AUXILIARY SERVICES

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00-\$17.50

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: March 17, 2023*

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 SUMMARY:

Assists with the general business operations of the Auxiliary Services department and the supplemental units that support the department. Performs a variety of administrative, event, and marketing tasks while providing organization to office operations. Responsible for proper execution of all administrative functions, based on sound judgement and detailed knowledge of the department policies, practices, and activities. Maintains documents of the department and prepares and/or assists with the preparation of reports. Assists with management of all aspects of the campus apartments. Serves as one of the public's first point of contact with the department offices by greeting, answering phones, and directing people who contact the department by telephone, electronic media, and in person. Provides communication support of units with website maintenance, newsletter development, promotional marketing, various printings, Jot Form creation and use, and facilitation of the events process. Conducts other duties as assigned and needed to support the effective and efficient function of the department including the various units.

JOB FUNCTIONS:

Division support 50%

Provide support to Auxiliary Services, including NMT Apartments

- Support daily functions of the Fidel building and the Auxiliary Services office
- Support all functions of NMT Apartments including but not limited to organizing and creating resident files, communicating with residents and potential residents, processing resident applications, assisting with room selection, photographing and inspecting apartments and apartment buildings, furnishing apartments, keeping resident profiles and records updated in ResLife Portal, entering and following up on work orders, assisting with resident lock outs, assisting with resident check in/out, and issuing keys/key cards
- Greet visitors, residents, and clients in a positive and professional manner at office and via phone
- Schedule appointments, maintenance, and meetings as needed
- Schedule NMT Student Activities Center (SAC), Fidel conference rooms, Fidel Atrium, vehicle use
- Facilitate the NMT Activity and Special Events Jot Form database, approvals, form submissions, and disbursement of information to appropriate departments as well as form initiator
- Ensure apartment resident safety by scheduling fire drills
- Ensure professional appearance of office through organization and supplemental cleaning
- Ensure professional appearance of Fidel Center, Mountain Springs Apartments and Desert Willow Apartments by submitting work orders and maintaining records of completion

Enhancement of Auxiliary Services 25%

Enhance program functions through support and flexibility

- Assist program staff in obtaining needed information or tools
- Provide graphic design support for the development of marketing materials for the units
- Provide poster creation/printing support for the units as well as the NMT and Socorro communities
- Provide training and support for student employees
- Supports all Auxiliary Services units with webpage updates and form development
- Works to improve failing systems and databases by creating user friendly functional systems
- Assist in program activities as appropriate and applicable.

Administrative Functions 25%

Assist with administrative functions of Auxiliary Services

- Assist with correspondence and communication
- Assist in organization of/attendance to events, meetings, and special events as assigned
- Conduct internal processes research when needed
- Conduct research and make recommendations to improve operations, revenue and reduce costs
- Update and maintain Auxiliary Services websites, including events, and NMT Apartments pages
- Uphold NMT and Auxiliary Services values
- Understand and follow through with NMT systems and protocols
- Follow NMT policies and procedures
- Communicate positively and clearly with supervisor and coworkers
- Meet established timelines and deadlines
- Maintain satisfactory attendance to work shifts, staff meetings, and other assigned NMT functions
- Complete needed training by established deadlines
- Maximize and responsibly utilize NMT and community resources
- Complete duties as assigned by supervisor or designee

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school. Proficient in Microsoft Word and Excel. Must be able to handle multiple tasks simultaneously under deadline conditions required. Must work effectively despite frequent interruptions. Must have excellent interpersonal skills to work effectively with faculty/staff, administration, students, and the public. Must be proficient in the use of the English language both verbally and written. Excellent organization, planning, and problem solving skills. NM Driver's License.

DESIRED QUALIFICATIONS:

Bachelor's Degree. Additional software knowledge including Banner, Photoshop, InDesign, Google Sheets, Jot Forms, Onity, ResLife Portal, Maintenance Direct, Omni, or equivalent.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 50%	Walking 10%	Pulling 3%
Pushing 3%	Lifting 6%	Stooping	Kneeling 3%
Crawling	Climbing 10%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu