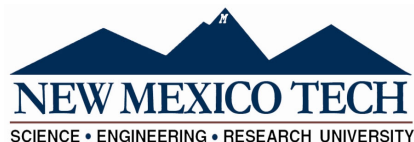


Posted: October 5, 2022



POSITION ANNOUNCEMENT

TITLE: DATA & ASSESSMENT SPECIALIST

DEPT: CLASS/ TITLE V

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$44,000-\$48,000

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: October 14, 2022* 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:

The Division of Academic Affairs at New Mexico Tech (NMT) seeks a candidate for the position of Data & Assessment Specialist on our 5 year Title V grant from the Department of Education, Advancing Teaching and Training of Hispanic Educators in STEM in New Mexico (AT-THE-STEM-NM). The grant aims to increase the number of students in our Undergraduate Minor in Secondary Education (UMSE), Alternative Licensure Program (ALP), and Master of Science for Teachers (MST) program. The grant specifically seeks to increase the number of Hispanic students choosing to go into the teaching profession. The position is open immediately and NMT plans to institutionalize a version/variation of this position after the completion of this grant.

JOB FUNCTIONS:

Design and implement tools to evaluate the effectiveness of Teacher Education Programs (e.g., create and maintain online data dashboard; build, maintain and test Argos datablocks). 25%

Collect relevant data to identify the educational needs of UMSE, ALP, and MST students (e.g., extract data from the Banner database using various tools such as SQL, Developer, Access, and Argos). 25%

Work with Teacher Education Program faculty and Title V project personnel to address students' educational needs. 10%

Prepare assessment reports evaluating student learning and growth in Teacher Education Programs (e.g., analyze data with Excel and various statistical analysis programs). 25%

Create and run surveys (e.g., Qualtrics) 5%

Remain current on best practices and latest research on education program assessment. 5%

Other duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Bachelor's degree - Area of study: Education, Psychology, Statistics, Math, or a related field. Experience in the collection, compilation, management, and statistical analysis of data. Ability to work independently and collaboratively, on multiple projects simultaneously, and deliver accurate results by deadlines.

DESIRED QUALIFICATIONS:

Master's degree in Education, Psychology, Statistics, Math, or related field. Ability to write database queries with SQL or a visual designer, Experience with Argos and Banner, Experience with statistical software packages.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 25%	Sitting 50%	Walking 15%	Pulling 2%
Pushing 2%	Lifting 2%	Stooping 2%	Kneeling 2%
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu