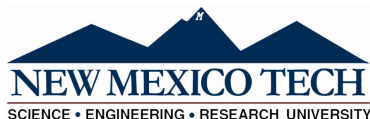


Posted: June 14, 2024



POSITION ANNOUNCEMENT

TITLE: EVENTS COORDINATOR

DEPT: ADVANCEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$45,000-\$55,000

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: June 25, 2024*

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:

With direction from the Assistant Director, the Events Coordinator will coordinate and execute events that support New Mexico Tech's Office for Advancement's & Alumni Relations strategies including but not limited to:

- * Homecoming ("49ers") - all alumni homecoming events hosted by the NMT Office for Advancement including: the 25th and 50th year reunions, block party, parade, and alumni reception
- * Regional alumni events
- * Logistics planning and execution for the President's Golf Tournament
- * Under direction from the Assistant Director of Alumni Relations and collaboration from the Advancement and Alumni Relations team, Logistics planning and execution for donor-related events including: President's Club Reception
- * Any Office for Advancement and Alumni Relations sponsored events including alumni receptions
- * Events associated with any new alumni relations or advancement programming
- * NMT holiday events including: employee luncheon or holiday party and gift giveaway
- * Presidential events (e.g. groundbreaking, ribbon cuttings, hosting dignitaries)

Planning and execution of these events includes all facets of events management including but not limited to: managing guest lists, developing themes and menus, and coordinating event communications (save-the-dates, social media posts, etc.), budgeting and reconciliation.

The Events Coordinator must be able to build good working relationships with other campus departments and members of the Tech Community (alumni and donors).

This position must work within the framework of the institution's goals and objectives when coordinating both on and off campus events. Exceptional organizational and communications skills are essential.

JOBS FUNCTIONS:

Create, organize and execute all on and off campus events. 90%

Assist with other Advancement and Alumni Relations duties as required. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Exceptional organization skills; planning and problem solving. Exceptional written and verbal communication skills.

DESIRED QUALIFICATIONS:

Bachelor's Degree in Hotel, Restaurant, Tourism, Business Administration, Marketing, Communications, or related degree). 3+ Years of experience planning and executing events. Experience working with databases.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 30%	Walking 30%	Pulling 10%
Pushing 10%	Lifting 10%	Stooping 10%	Kneeling 10%
Crawling	Climbing	Reaching 10%	Other

Apply to: nmtjobapps@npe.nmt.edu