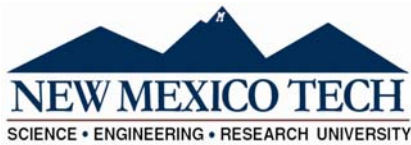


**Posted:** April 28, 2020



## POSITION ANNOUNCEMENT

**TITLE:** IT SPECIALIST & DATABASE ADMINISTRATOR      **DEPT:** GRADUATE STUDIES

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

**STARTING RATE or SALARY RANGE** \$50,960-\$63,700

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:

Work independently with minimal supervision. Develop technical solutions for obtaining and analyzing student data. Provide Banner reports and write Argos reports to meet the needs of various academic affairs offices. Facilitate communication between Information Technology and Communications group and academic affairs offices. Maintain basic computers/ printers/ scanners in Skeen Library. Assist student's offices with new software implementation. Support writing recruiting and advertising documents. Act as liaison between Skeen and OCLC/WMS and Subscription Services.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required in IT field and/or 5 years of related experience with Ellucian Banner applications, management information, and 1 year working in Technology/ Systems related fields. Experience working in Higher Education required. Experience in Student Affairs processes and the interconnection between departments. Ability to work in a multicultural environment required. Ability to document work and processes required. Strong communication skills and ability to train others is required. Ability to research solutions, particularly via Ellucian Hub required. Relevant programming and database skills required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place, Socorro, NM 87801