

Posted: December 22, 2021



POSITION ANNOUNCEMENT

TITLE: INSTRUCTIONAL SUPPORT TECHNICIAN (2)

DEPT: ACT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00-\$18.00

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:

Under the supervision of the Director or classroom manager, this position will run, equipment in DE Classrooms. Maintain, repair and replace equipment in DE classrooms as needed. Research potential improvements in lecture capture and delivery technology. Provide support to faculty and staff. Coordinate special events with faculty. Work closely with the classroom manager on implementing hardware upgrades, wiring and installation needs. Troubleshoot and research audio and video issues. Attend trainings, department meetings and participate in discussions. Use professionalism, cordiality and concern to acquire the trust and confidence of faculty and staff.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 month after high school; Area of study Audio\video experience\computer science. Setup and calibrate audio/video installations desired. Basic computer and classroom hardware troubleshooting skills desired. Experience in installation and management of cabling (New) desired. Experience in providing support in an institutional setting desired. Self-motivated and ability to meet department goals desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 254, Socorro, NM 87801