POSITION ANNOUNCEMENT

TITLE: LEAD CLASSROOM SPECIALIST

DEPT: ACT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $50,000-$56,000

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: 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:
The scope of this position is to 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.

REQUIRED QUALIFICATIONS:
Associate’s degree required in any area of study. 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 001, Socorro, NM 87801