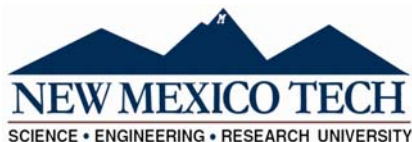


Posted: May 23, 2022



REVISED 5/23/22
POSITION ANNOUNCEMENT

TITLE: PROGRAM COORDINATOR

DEPT: OFFICE OF RESEARCH

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$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: 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:

Assists PI with planning and implementation on contract/grant-funded programs. Coordinates the administrative, and operational activities of a contract or grant funded program/project or set of funded activities. The program/project is focused on scientific, research, educational, or service oriented, and may exist as a subset of an integrated, grant-funded program activity. Duties typically include assisting with grant planning and administration, fiscal, budgetary, and/or other associated transactions, program implementation and administration, internal and external operational/administrative liaison, program marketing, and reporting.

- Plans and coordinates the development, implementation, and execution of sub-programs, special projects, and other initiatives designed to achieve the overall mission, goals, and objectives of the program.
- Assists Associate Vice President for Research in administering facets of the day-to-day operations of the various programs and activities related to the position.
- Provides specialized administrative support in the development, implementation, and marketing of program/project function.
- Serves as a central point of contact between students, faculty, staff, other departments, and/or external constituencies on day-to-day programmatic, operational, and administrative matters; assists with seminars, meetings, special projects, and/or general problem resolution.
- Coordinates activities of support staff, consultants, faculty, and/or volunteers engaged in implementation and administration of program objectives.
- Monitors and administers program/project revenues and expenses; may develop or participate in the development of funding proposals for the program.
- Writes, edits, and coordinates development of course catalogs, promotional materials, educational materials, training manuals, newsletters, and/or brochures, as appropriate to the program.
- Maintains program/project records, researches information and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Performs or delegates clerical and administrative support tasks, including creation, and editing of program correspondence, purchasing documents, reports, program handbooks, and other publications.
- May assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the program; may participate in other fundraising activities.
- May supervise student employees, volunteers and/or interns; may lead lower-graded staff.
- Performs miscellaneous job-related duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required plus five (5) years' direct experience. Ability to make administrative/procedural decisions and judgments. Ability to coordinate and organize meetings and/or special events. Clerical, word processing, and/or office skills. Skill in the use of personal computers and related software applications. Skill in organizing resources and establishing priorities. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to lead and train assigned staff. Records maintenance skills. Ability to interact with students, faculty and/or staff in a team environment. Knowledge and experience of finance, accounting, budgeting, and cost control procedures. Knowledge and experience of communication principles, media, and marketing techniques. Ability to gather and analyze statistical data and generate reports. Advanced writing and editorial skills.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 084, Socorro, NM 87801