

**Posted:** December 21, 2021



## POSITION ANNOUNCEMENT

**TITLE:** PROGRAM SPECIALIST

**DEPT:** ICASA

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$56,000-\$65,000

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:

Plans, and implements a contract/ grant-funded program initiative. Participates in the generation of program resources and in the design and development of program operating goals, objectives, and protocols significant to ICASA's mission. Responsible for the appropriate use of programmatic funds within the parameters of the contract/ grant. Represents the program to both internal and external constituencies with respect to program implementation and operational matters, and provides technical professional and program guidance, consultation and support client constituencies as appropriate. Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, edits, and presents comprehensive statistical and narrative program reports and evaluations.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required in any area of study + Three (3) years of experience. Master degree desired. Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports required. Demonstrated professional knowledge and operational expertise within designated area of information dominance required. Program planning, development, implementation and leadership skills required. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community. Ability to use independent judgement and to manage and impart information to a range and/or media required. Applicant must have the ability to obtain and maintain a Top Secret DoD security clearance. Must be fully vaccinated for COVID-19.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 249, Socorro, NM 87801