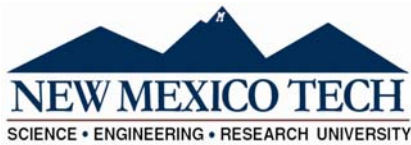


**Posted:** May 7, 2021



## POSITION ANNOUNCEMENT

**TITLE:** PROJECT DIRECTOR

**DEPT:** ICASA

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$128,885-\$167,550

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:** May 17, 2021\* 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 minimal supervision, this high level position organizes and coordinates the mission, business, and administrative functions of the PEACE Project. Guides and assists in the formulation and preparation of strategic plans and programs for the PEACE Project, and manages all financial, administrative, and resource aspects of the program. Directs and administers the day-to-day operations of the PEACE Project and its programs.

### **REQUIRED QUALIFICATIONS:**

Master's degree required, in any area of study. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community required. Demonstrates high critical thinking, reasoning skills, and problem solving skills required. Knowledge of government and private sector policies and practices pertaining to the selection of organizations for research required. Ability to develop and manage project budgets, and to track and project costs using computer spreadsheet techniques required. Skill in organizing resources and establishing priorities required. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures required. Strategic planning skills required. Knowledge of organizational structure, workflow, and operating procedures required. Ability to manage technology development programs involving both software and hardware development desired. Knowledge of task structuring and scheduling principles and techniques required. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments required. Advanced verbal and written communication skills required. Ability to foster a cooperative work environment required. Employee development and performance management skills required. Ability to present new ideas, approaches, and projects to senior decision-makers in government, academia, and industry required. Knowledge of project cost analysis principles and techniques required. Knowledge of faculty and/or staff hiring procedures desired. Ability to develop and produce grants and other proposals required. Doctorate or equivalent desired. Must be a US Citizen. Active TS/SCI Security Clearance required. A valid NM Driver's License required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 063, Socorro, NM 87801