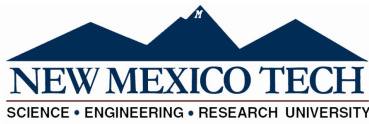


**Posted:** June 17, 2024



## POSITION ANNOUNCEMENT

**TITLE:** RESEARCH PROGRAM SPECIALIST

**DEPT:** ICASA

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$49,000-\$71,000

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:** June 26, 2024\*

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 SUMMARY:

Provide support to projects of significance to the operation and administration of ICASA. Coordinates, manages, tracks, organizes, and documents various administrative functions and business processes on numerous ICASA programs and projects. Occasional travel may be required. Remote or Hybrid work arrangement may be possible for the right candidate in accordance with NMT's Flexible Work Policy. Socorro or Albuquerque work location options available. Visa sponsorship is not available for this position.

### JOBS FUNCTIONS:

- Document meeting minutes from multiple weekly meetings. 5%
- Draft and/or proofread various reports, presentations, brochures, flyers and other graphics. 15%
- Develop templates for memos, presentations, procedures, reports, quad charts, etc.. 10%
- Responsible for organization and upkeep of content and dashboards stored in various project/content management systems. 20%
- Translate technical reports into format for a broader audience. 5%
- Assists staff with the developing and managing various business processes in support of administrative, technical, and operational activities. 10%
- Coordinates various online, offsite and onsite stakeholder meetings. 5%
- Contribute to process improvements operational effectiveness, and effects changes required for improvement. 5%
- Coordinate and collaborate with other ICASA staff as needed on other projects within the program. 5%
- Partner closely with and directly support the Program Management staff. 20%

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area of study (Four (4) years of relevant experience may be substituted for a Bachelor's degree). Proficient and demonstrated business/technical writing skills. Proficient and demonstrated proofreading and editing skills. Ability to focus content and products based on intended audience. Ability and desire to grasp new technical concepts and learn quickly. Skilled in use of Microsoft Office suite. Skilled in organizing resources and establishing priorities. Ability to function within the team-concept approach to problem-solving. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community individuals and constituencies in a diverse community. Must be a US Citizen. Applicant must have the ability to obtain and maintain a Top Secret DOD security clearance.

**DESIRED QUALIFICATIONS:**

Experience with web-based content management and collaboration systems, such as Confluence, SharePoint, or similar products. Experience working within IT, Engineering, Research/Scientific or other technical industries. Experience in writing requirements. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Experience in budget preparation and fiscal management. Experience in risk and issue assessment. Ability to supervise and train employees & students, to include organizing, prioritizing, and scheduling work assignments. Experience in working with federal government organizations, such as the DOE, DOD Intelligence Community.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	<input type="radio"/>
15 - 30 pounds	
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 20%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)