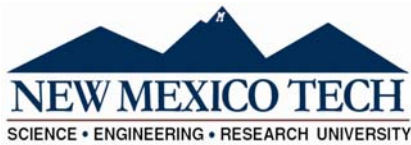


Posted: June 22, 2020



POSITION ANNOUNCEMENT

TITLE: SCHOLARSHIP PROGRAM COORDINATOR

DEPT: COMPUTER SCIENCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$12,400

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:

This position is for assisting the PI of two NSF funded projects (STEM and SFS scholarship) to successfully carry out the projects. For the STEM scholarship program, this position is required to coordinate with the program coordinator from NMSU on day-to-day operations of the project, supervise implementation of the proposed activities, manage scholarship applications, support scholars (payment and travel), create promotional materials, collaborate with the external evaluator in the data collection activities, and ensure communication between all participants. For the SFS scholarship program, this position is required to design and distribute promotional materials, perform web updates, handle details for consultants and speakers, support scholars (contracts, travel, profession development purchase, reimbursement, and tracking) and perform day-to-day operations of the project.

REQUIRED QUALIFICATIONS:

Associates degree or completion of program of 18+ months after high school. Area of study, Admin, Education, Humanities, or Related Area. Microsoft office suite required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 068, Socorro, NM 87801