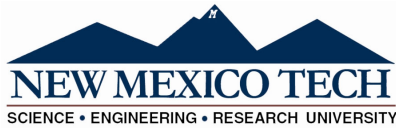


Posted: August 17, 2022



## POSITION ANNOUNCEMENT

**TITLE:** TEACHER EDUCATION PROGRAMS & OUTREACH COORDINATOR

**DEPT:** MST

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$48,672 - \$53,539

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:

The Teacher Education Programs & Outreach Coordinator position is responsible for assisting the director and instructors in Teacher Education Programs with outreach, planning, and implementation of all aspects of the Undergraduate Minor in Secondary Education (UMSE), Alternative Licensure Program (ALP), and Master of Science for Teachers (MST) programs. This position also works closely with the "Advancing the Teaching and Training of Hispanic Educators of STEM in New Mexico" (AT-THE-STEM-NM) Title V grant to address the K-12 teacher vacancy rate in New Mexico and to support the enhancement of K-12 STEM teacher preparation. The work of this individual will result in increased internal and external awareness of these programs with a focus on increasing Hispanic and other minorities populations representation in teacher preparation programs at NMT. This position is contingent upon continuous funding.

Duties include coordinating the administrative and operational activities of teacher education programs with NMT faculty, staff, students, and other K-12 partners; assisting prospective and continuing students with admission, registration, and other relevant paperwork (fiscal, budgetary, and/or other associated transactions); scheduling and presenting at various outreach events; collaborating with internal and external stakeholders; developing digital and print marketing materials and a maintaining social media presence; and program administration including data tracking, data analysis, and reporting.

### REQUIRED QUALIFICATIONS:

Bachelor's degree (preferably in education, STEM or related fields) required. Proficiency in MS Office including Excel required. Proficiency with Google products required. Experience in Canvas and Banner desired. Excellent presentation, verbal, written, and interpersonal communication skills required. Experience with social media platforms (e.g. Facebook, Instagram) and design software desired. Experience in higher education, teacher training programs, or faculty development related to innovative teaching desired.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Box 135, Socorro, NM 87801