Posted: December 16, 2022

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: ASSOCIATE DIRECTOR FOR INFORMATION TECHNOLOGY & SECURITY
DEPT: EMRTC

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $
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: January 4, 2023* 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:

This position is the lead Cybersecurity Maturity Model Certification (CMMC) and Information Technology (IT) person for EMRTC. The position will be responsible for implementing procedures and assisting with establishing policies leading towards CMMC verification depending on the levels required. The position will lead EMRTC and NMT's CMMC validation process and will ensure that EMRTC meets all CMMC requirements up to level 5 in the future. This position will also be responsible for managing EMRTC's Information Technology Department, including reviewing and approving budgets, financial status, staff, equipment, software, purchases, and operations. This position will also coordinate with other NMT departments needing CMMC and will assist with electronic processes, equipment purchases, policies, information, and data as needed in support of the other departments. This position will report to the EMRTC Director and support other EMRTC operations as needed.

JOB FUNCTIONS:

Cybersecurity Maturity Model Certification 60%
Managing EMRTC Information Technology Department 35%
Assisting other NMT Departments with CMMC 5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Computer Science or related field. Knowledge of security compliance requirements. Experience writing policies and procedures. Management skills. Department of Defense Secret Clearance.

LIFTING REQUIREMENTS:

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

0 - 15 pounds	
15 - 30 pounds	
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu