POSITION ANNOUNCEMENT

TITLE: ASSOCIATE DIRECTOR
DEPT: OFFICE OF OUTREACH

REG ✔ TEMP ☐ FULL TIME ✔ PART TIME ☐

STARTING RATE or SALARY RANGE Negotiable
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:
Directing the Upward Bound Math and Science (UBMS) program (50%):
- Oversee budgeting, finances, reporting, and management of Department of Education Upward Bound Math and Science grants in Socorro and Albuquerque, including supervising local program coordinators.
- Oversee recruiting UB students for program, including middle and high school students as participants.
- Organize summer UB student programs, including student travel and summer residency at NMT.

Directing Native American Outreach Initiatives and Programs (50%):
- Outreach and travel to NA communities across the state, and securing funding to support this. Create, collaborate and lead NMT Native American Outreach Programs, serve as Tribal Liaison for New Mexico Tech, and help create Native American support services and environment at NMT. NMT liaison with Pueblos in Socorro, Bernalillo, Valencia, and Sandoval counties.
- Participate in the Navajo Technical University-New Mexico Tech Navajo Nation Water Purification Project (N4WPP) collaboration as outreach coordinator. Lead Organization team for N4WPP annual Water Symposium, which is an event to inspire Native American high school students to get involved in leadership and problem solving related to water challenges in the Navajo Nation and across the desert southwest. Active participation in N4WPP, with a lead role in organizing the Water Symposium.
- Building supportive and culturally sensitive campus environment for Native American students.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required in Native American Studies or related field. Experience with K-12 outreach programs required. Experience recruiting students desired.

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