

**Posted:** December 11, 2020



## POSITION ANNOUNCEMENT

**TITLE:** COVID/ PANDEMIC SUPPORT SPECIALIST **DEPT:** PRESIDENT'S OFFICE

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE** \$33,000-\$43,000

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:** December 21, 2020\* 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 COVID/ Pandemic Support Specialist will work flex hours on-site, remotely, and from home to provide centralized support, planning, logistics, implementations, and communication within New Mexico Tech community and collaboration with external constituents as directed. This position will report to the Office of the President, and work with unit Vice Presidents/delegates, and organize the New Mexico Tech COVID-19 Task Force as needed. The position will help to provide vision, leadership, and effectiveness to the response and preventative measures to minimize the spread of the pandemic on-campus and in the local community.

### REQUIRED QUALIFICATIONS:

Bachelor's degree preferred; combination of experience in management, health care, financial operations and reporting, and direct work with college campus community. Three years' clearly demonstrated and documented success in the following areas: Experience in modern management and marketing theory and techniques desired. Experience in student personnel services, and higher education administration. Experience in and demonstrated ability to manage financial operations both budgets and revenue driven, large capital projects and reserves desired. Exceptional oral and written communications skills required. Knowledge of methods used to collect and analyze statistical data required. Exceptional personal presentation and interpersonal skills required. A valid NM Driver's License is required and the ability to obtain a Defensive Driving Course Certificate.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 122, Socorro, NM 87801