REVISED 3/17/20
POSITION ANNOUNCEMENT

TITLE: CONTINUING EDUCATION COORDINATOR  DEPT: ACADEMIC AFFAIRS

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $33,000-$37,000
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: 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:
Under limited supervision, the Continuing Education Coordinator primary responsibility will be working closely with the Registrar to develop new community education classes and workshops that furthers life-long learning opportunities and benefits for the New Mexico Tech Community and Socorro Community. In addition the Coordinator will assist the Registrar in developing and monitoring a team of student mentors that will provide information and support to newly accepted New Mexico Tech students as part of an effort to increase the yield of matriculating students. Assist with other duties as assigned.

REQUIRED QUALIFICATIONS:
Read and comprehend instructions, write information and complete simple forms. Two years' experience can be waived for Associate's degree. Four years' can be waived for a bachelor's degree. Must have strong interpersonal skills with the ability to interact with students, faculty, staff, and non- Tech entities and individuals in a friendly, helpful, timely, and proactive manner is critical to the ability of the Community Education program. Must have excellent communication and presentation skills to communicate effectively with students, staff, faculty, alumni, community groups and individuals through multi-media forms such as electronic mail, social media, written documents and verbal discussions to promote the Community Education Programs. Must have strong analytical ability to evaluate programs for profit/ loss, performance, and improving the quality of the product. Using systems such as excel generate reports for tracking these areas. Must have the ability to solve problems as they arise with minimal supervision by interpreting rules and guidelines to apply them to the current situation or recommend solutions or policy changes to the Registrar as required when needed. Proficient in Microsoft Office Suite and other technology applications required. Bilingual desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 032, Socorro, NM 87801-4796