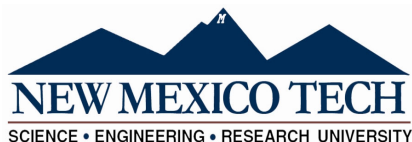


Posted: September 19, 2023



REVISED 9/19/23
POSITION ANNOUNCEMENT

TITLE: EVENTS COORDINATOR

DEPT: ADVANCEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$45,000-\$50,000

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 SUMMARY:

Events coordinator will execute all events associated with New Mexico Tech's alumni and advancement programs as well as planning and overseeing all events for the President's office. This includes, but is not limited to: Homecoming, regional alumni events and trips, President's Golf Tournament, President's Club Reception, annual fundraising gala, ribbon cuttings, groundbreaking, hosting dignitaries, NMT holiday events, any Office for Advancement and Alumni Relations sponsored events, and events associated with any new alumni relations or advancement programming. Planning for these events included managing guest lists, developing themes, and working closely with staff inside and outside of the Advancement Office for all planning and execution. Planner will develop menus, programs, etc. All facets of all events are the responsibility of the coordinator. Works closely with the President's Office. Must have excellent working relationships with members of the Tech community, Alumni, and donors. Works within the framework of the institution's goals and objectives to coordinate both on and off-campus events. Travel and conference attendance may be required. Must be willing to work extended hours. The ability to prioritize duties, follow directions, communicate effectively, and related to a wide constituency is a must.

JOB FUNCTIONS:

Create, organize and execute all on and off campus events. 90%

Assist with other Advancement duties as required. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Associate's degree in Hotel, Restaurant, Tourism, Business Administration, Marketing, Communications, or related degree and with five (5) year's relevant experience. Exceptional written and verbal communication skills. Exceptional organization skills; planning and problem solving.

DESIRED QUALIFICATIONS:

Experience working with databases. Bachelor's Degree in Hotel, Restaurant, Tourism, Business Administration, Marketing, Communications, or related degree.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 30%	Walking 30%	Pulling 10%
Pushing 10%	Lifting 10%	Stooping 10%	Kneeling 10%
Crawling	Climbing	Reaching 10%	Other

Apply to: nmtjobapps@npe.nmt.edu