

Posted: April 5, 2023



REVISED 4/5/2023
POSITION ANNOUNCEMENT

TITLE: PROJECT COORDINATOR

DEPT: PHYSICS/ MROI

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$38,000-\$42,000

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:

The Project Coordinator supports the MRO Interferometer Project and Langmuir Laboratories, which are both facilities located at the South Baldy Research Facility in the Magdalena Mountains. It is an administrative position that assists in all the budgeting, technical contracting, purchases (general expenses as well as capital expenses), facility maintenance orders, hiring/personnel paperwork, financial and activities reports to stakeholders and the Forest Service, and arranging for conferences and special meetings with users of the facilities on campus or at the facilities, and assisting in coordination between the two projects. This position is split 60% MROI and 40% Langmuir and will have offices at both locations.

JOB FUNCTIONS:

- Purchases, reconciling budgets, discussions with vendors, obtaining quotes, processing payments, etc. 25%
- Monitoring actual and projected budgets and generating reports. 20%
- Preparing paperwork and reports for stakeholders, the US Forest Service and other relevant government agencies. 15%
- Coordinating facility maintenance and technical personnel on the Ridge and campus, personnel paperwork, safety paperwork. 15%
- Coordinating meetings, travel, visits from collaborators/stakeholders on campus and at facilities. 15%
- Other duties as assigned. 10%

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school. Accounting, English or associated areas and 5 to 7 years relevant office or coordinator experience. Ability to use MS Office or equivalent products for writing memos, using email, using DocuSign/PDFs, tracking expenses in spreadsheets, etc. Ability to work with multiple offices across campus and external entities (vendors, Forest Service and DoD personnel, etc) in a professional manner to schedule meetings and deal with issues as they come up.

DESIRED QUALIFICATIONS:

Bachelor's Degree in any area of study, with demonstrated aptitude for the work to be done with 2 to 4 years relevant office or coordinator experience.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 15%	Sitting 40%	Walking 5%	Pulling 1%
Pushing 1%	Lifting 2%	Stooping	Kneeling
Crawling	Climbing	Reaching 1%	Other

Apply to: nmtjobapps@npe.nmt.edu