POSITION ANNOUNCEMENT

TITLE: STUDENT SUPPORT COORDINATOR

DEPT: LIBRARY/ OSL

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $35,000

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:
Reporting directly to the Library Director, the OSL Student Support Coordinator will assist with all programming and services at the Office for Student Learning. These include: OSL Tutoring Center, scheduling events and tutors, and the development and coordination of student success programs such as Peer Mentors, Living Learning Communities, and the student Research Symposium. In collaboration with other student service departments and faculty, the SSC will assist with the coordination of student success workshops, seminars, and lectures. The SSC will support the Library Director through the collection, analysis, and reporting of all OSL programming and services to ensure accurate and meaningful assessment. With guidance and oversight from the Library Director, the SSC along with the Director of Library will be responsible for marketing and promoting programs, services, and events through the ODL website, social media, and other venues across campus.

REQUIRED QUALIFICATIONS:
Must be able to read and comprehend instructions, write information and complete simple forms. Bachelor’s degree required in any area of study. At least one (1) year experience working in higher education required. Experience in an academic service at a collegiate level required. Demonstrate ability to work independently and as part of a team. Excellent oral and written communication skills required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 081, Socorro, NM 87801