TEACHER EDUCATION PROGRAM COORDINATOR/ MST

Salary Range: $40,000-$44,000

JOB DUTIES:
The Teacher Education Programs Coordinator position is responsible for assisting the director and instructors in Teacher Education Programs with outreach, planning, and implementation of all aspects of the Undergraduate Minor in Secondary Education (UMSE), Alternative Licensure Program (ALP), and Master of Science for Teachers (MST) programs. This individual's work will result in increased internal and external awareness of these programs with a focus on increasing student enrollment in teacher preparation programs at NMT. This position is contingent upon continued funding from various agencies.

Duties include coordinating the administrative and operational activities of teacher education programs with NMT faculty, staff, students, and other K-12 partners; assisting prospective and continuing students with admission, registration, and other relevant paperwork (fiscal, budgetary, and/or other associated transactions); scheduling and presenting at various outreach and recruiting events; collaborating with internal and external stakeholders; developing digital and print marketing materials; maintaining social media presence; program administration including data tracking, and reporting; and other duties as requested.

REQUIRED QUALIFICATIONS:
An Associate's degree or working towards a college degree (preferably in education, STEM, or related fields) is required. Bachelor’s degree in any field is preferred. Proficiency in MS Office including Excel required. Proficiency with Google products is required. Excellent presentation, verbal, written, and interpersonal communication skills are required. Experience with social media platforms (e.g. Facebook, Instagram) and design software desired. Experience in higher education, teacher training programs, or faculty development related to innovative teaching desired. A valid driver's license is desired.

Please direct any questions to megha.khandelwal@nmt.edu.

Apply to: nmtjobapps@npe.nmt.edu and megha.khandelwal@nmt.edu OR NMT/ HR 801 Leroy Place, Socorro, NM 87801