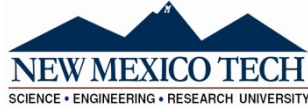


Posted: October 7, 2021



Program Director of Upward Bound Math & Science

New Mexico Tech is seeking applicants for a Program Director to lead the Upward Bound Math & Science (UBMS) activities. This individual should be prepared to:

- Plan, Implement, supervise, and evaluate all UBMS activities, including but not limited to planning and curriculum development and responsible for the day-to-day management of the program.
- Oversee the selection and enrollment of eligible UBMS program participants.
- Provide managerial direction for UBMS including integrating the UBMS program into college and local community.
- Assist in the hiring, supervision, evaluation and termination of UBMS staff.
- Willingness and availability to travel extensively and to work extended hours as necessary.
- Other such duties as assigned.

A Masters in Education or related fields is required. Experience with Science and Engineering is desired. Evidence of administrative experience in Managerial and administrative leadership in K12 schools, as well as leadership roles in K-12 education is required. Must be able to engage effectively with faculty, staff and students. Ability and experience in writing grant proposal and budget management skills are required. Fiscal and Budgetary experience required. Verbal and Written Communications skills required. Planning, and implementing short and long term goals required. Three (3) or more years' experience managing or implementing college programs required. One (1) or more years' experience working with TRIO programs; and similar experience working with low income, first generation, minority students; students from diverse backgrounds; and students with disabilities required.

Anticipated appointment date is November 15, 2021, although a later start-date is negotiable.

Applications submitted by October 15, 2021 will receive full consideration. Please send inquiries to Ms. Rosa Jaramillo at nmtjobapps@npe.nmt.edu and Lyndsey.lewis@nmt.edu. All materials must be submitted as one merged document.

NMT is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. NMT is an Equal Opportunity Employer.

Excellent benefits (health, vision, dental), tuition fee waiver, generous vacation and sick leave, and 15 paid holidays and one personal day each year.

New Mexico Tech is located in, Socorro, in the scenic Rio Grande River Valley of central New Mexico, 75 miles south of Albuquerque with its many attractions, and 139 miles south of Santa Fe. Nearby mountains and desert canyons provides opportunities for excellent hiking, climbing, and mountain biking. The Bosque del Apache National Wildlife Refuge, located just south of Socorro along a major north-south flyway, offers some of the best birding in the USA.