POSITION ANNOUNCEMENT

TITLE MST COORDINATOR
DEPT PSYCHOLOGY & MST EDUCATION

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $39,000 - $48,600
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH July 5, 2017 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:

Coordinate and develop the MST program by recruiting students and faculty; continuously improving course offerings; providing scholarships; ensuring excellent student support and maintaining partnerships with other educational entities. Provide student and faculty support. Prepare annual reports. Schedule classes and train MST advisors. Administer placement exams. Prepare and track budget and grants. Support departmental effort to establish ALP program.

REQUIRED QUALIFICATIONS:

Bachelor's or more advanced degree in Math or Science and/or Education required. K-12 teaching experience required. Experience in program management required. Familiarity with college procedures required. Familiarity with distance instruction required. Excellent knowledge of MS Office required. Familiarity with Banner desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 091 Socorro, NM 87801-4796