POSITION ANNOUNCEMENT

**TITLE:** COORDINATOR/ PROGRAM  
**DEPT:** UPWARD BOUND MATH & SCIENCE

**REG ☑**  
**TEMP ☐**  
**FULL TIME ☐**  
**PART TIME ☑**  

**STARTING RATE or SALARY RANGE:** $36,000- $ 41,000  
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**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:**  
The program coordinator reports to the director; helps plan summer program logistics including summer housing, transportation and teacher/ RA staff recruitment, hiring, and scheduling; conducts academic monitoring and advising; collects organizes, and evaluates program data and submits Annual Performance Review to Dept. of Education; serves as liaison to participants, families, and schools in Albuquerque and Socorro; helps train and coordinate tutors and Resident Assistants; processes student applications and information; create outreach materials; coordinates job shadowing and internship opportunities for students; assist in program administration and data organization including keeping files current, financial management, and purchasing; and other duties as assigned by the director.  
The position is based out of NMT’s Albuquerque office with occasional travel to Socorro during the academic year. During the six-week summer program, the Coordinator is expected to live in the residence halls at NMT to assist in the supervision of students.

**REQUIRED QUALIFICATIONS:**  
Bachelor’s Degree in STEM discipline or related field (includes soft sciences such as social science or psychology) required. 1 year experience working with low-income, first generation minority students required. Financial management, including budget reconciliation and reporting desired. At least one (1) year administrative and program planning experience required. Knowledge of college entrance/ high school graduation requirements. One (1) year experience working directly with TRIO programs desired. One (1) year experience with marketing communications and website/ database administration preferred. Candidates who participated in a TRIO program or come from a low-income, first generation background preferred. Must have a valid NM Driver’s License. Background check for working with youth in high schools required upon hire.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 178, Socorro, NM  87801-4796