POSITION ANNOUNCEMENT

TITLE: INSTRUCTOR/COORDINATOR

DEPT: UPWARD BOUND/ MATH & SCIENCE

REG ☑  TEMP ☐  FULL TIME ☑  PART TIME ☐

STARTING RATE or SALARY RANGE: $36,000 – 52,000

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:
Under general supervision of the Upward Bound Math & Science (UBMS) Director, the UBMS Instructor/Coordinator develops curricula and implements programs with a focus on STEM and college readiness in daily classes for a total of 60-72 high school students grades 9-12 at Socorro High School (SHS). Located on site at SHS during the academic year, the Instructor/Coordinator is responsible for planning and coordination of programming, and will work collaboratively with students, parents/guardians, SHS staff, community partners, and New Mexico Tech staff to ensure the success of students, meets the program’s objectives, and follow applicable regulations. The Instructor/Coordinator coordinates with SHS and feeder schools to recruit new student participants and implement special events and support services. The Instructor/Coordinator recruits and trains tutors and summer program teachers. The Instructor/Coordinator oversees academic and financial aid/scholarship advisement and counseling services for program participants. This is year-round position with great benefits including generous vacation and sick leave. During Academic Year, the position is based out of Socorro High School, and for the six-week summer program the position is based at New Mexico Tech in Socorro. Professional development opportunities include conferences and TRIO Trainings. Class sizes expected to be between 15-18 students each.

REQUIRED QUALIFICATIONS:
Bachelor’s degree- Area of study: Education, Counseling, STEM discipline, or related field required. Master’s degree- Area of study: Education, counseling, or related field preferred. Two (2) years’ experience working with low-income, first generation minority students and students from diverse background required. Knowledge of college entrance requirements required. 1 year administrative experience desired. One (1) years’ experience working directly with TRIO programs desired. Must have NM Teacher’s License or Internship License with progress toward alternative licensure. Must have a valid NM Driver’s License upon start of work. Must pass a background check upon hire.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 163, Socorro, NM 87801-4796