POSITION ANNOUNCEMENT

TITLE: SPECIAL ASSISTANT TO VP/ LATIN AMERICAN INITIATIVES
DEPT: R&ED

REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE: $125,000
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:
Directs, coordinates, and oversees the Office of Research and Economic Development international efforts in: outreach, extramural funding efforts, related strategic initiatives and communications programs; provides integrated leadership with respect to project incubation efforts. Oversees the development of the R&ED Latin American brand and develops strategies to effectively communicate the mission of the institute to Latin American stakeholders. Cultivates and maintains effective relationships with external partners in government, funding agencies, industry, foundations, and the community-at-large. Facilitates interaction between NMT principal investigators and Latin American partners in order to align the institute’s research strengths with potential funding sources. Represents R&ED and its affiliated centers at meetings involving Latin American and other external constituencies in government, media industry, and the community. Provides oversight and project management in the development of large, complex research projects/programs housed within R&ED or its affiliated centers; oversees and coordinates the administration of targeted research projects/programs; as needed, serves as Principal Investigator and primary point of liaison between researchers, administrators, and funding agencies. Coordinates and promotes the development of potential new research projects and services, in collaborations with external partners, industry, foundations, and/or government agencies. Oversees the development of an effective business model for assigned initiatives; including resource identification, budget planning, and financial oversight. Performs miscellaneous job-related duties as assigned.

REQUIRED QUALIFICATIONS:
Ph.D. in any area of study or other doctorate level equivalent plus 10 years’ experience. Strong understanding of the issues, trends, best practices, and opportunities in international research professional education and training required. Knowledge of program and service marketing, planning and management of international recruitment efforts, including international relationship management required. Knowledge of applicable legislation, standards, policies and procedures within international research, training and education with the ability to facilitate collaboration in order to implement and maintain effective risk management protocols required. Ability to evaluate, develop, and execute new international programs to increase global engagement of students and faculty required. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse, transnational context required. Ability to demonstrate competencies in public relations, state, national and international political protocol, organization development, and problem solving required. Ability to speak Spanish language fluently required. Skills in budget preparation and fiscal management and ability to identify and secure opportunities for new or alternative revenue streams required. Ability to use independent judgement and to manage and impart information to a range of clientele and/or media sources required. Skills in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures required. Skills in organizing resources and establishing priorities required. Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies required. Ability to assess, develop, and execute programs to assist researchers with issue related to international projects required. Knowledge of non-traditions and distributed educational and training methodologies required. Knowledge of organizational structure, workflow, and operating procedures required. Ability to supervise, train, and develop employees, to include organizing, prioritizing, and schedule work assignments required. Ability to foster a cooperative work environment required. Strong knowledge of Mexican Government structure, funding mechanisms and trends required. A valid NM Driver’s License required and ability to obtain a Defensive driving certificate.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall, Box 177, Socorro, NM 87801-4796