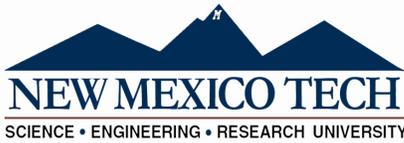


Posted: March 19, 2026



POSITION ANNOUNCEMENT

TITLE: ADMIN COORDINATOR **DEPT:** CAMPUS POLICE

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$16.00 - \$18.40

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 03/30/2026* 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 SUMMARY:

Administrative coordinator responsible for managing office logistics, cross-functional scheduling, and workflow support. The Administrative Coordinator organizes and manages administrative functions to ensure smooth departmental operations. Coordinates schedules, meetings, and events while tracking budgets and maintaining records. This role acts as a central point of contact for campus police staff and external partners. Prepares and collaboratively develops reports, monitor workflow efficiency, and recommend process improvements. May supervise clerical staff or student interns, providing training and guidance. Strong organizational and communication skills are essential. Their work ensures effective operations that align with the university's goals and service standards.

JOB FUNCTIONS:

Office Operations & Workflow: Manage office logistics and workflow support; implement effective office procedures and recommend process improvements to ensure smooth operations; perform administrative duties related to communications, correspondence, and recordkeeping.

Records, Reports & Compliance: Maintain law enforcement, personnel and department records; prepare and collaboratively develop weekly, monthly, and yearly reports, including Clery Act data.

Communication & Liaison: Serve as the central point of contact for staff, faculty, and external partners; respond to public inquiries and assist citizens with police department processes.

Budget & Logistics: Track departmental budgets, monitor monthly expenses, and assist in budget preparation; manage procurement and order office supplies/police forms.

Scheduling & Coordination: Manage complex departmental calendars, coordinate personnel court appearance schedules, and organize meetings or community-related events. **Supervision & Support:** Guide administrative assistants or clerical staff; provide training in methods, procedures, and workflow efficiency.

Other duties as assigned by the Chief of Police & Public Safety

REQUIRED QUALIFICATIONS:

Associate's or Bachelor's degree in Business Administration, Management, or a related field preferred; or an equivalent combination of education, training, and experience that demonstrates the ability to perform the essential functions of the position. 3–5 years of administrative experience, including exposure to scheduling, budgeting, or office coordination. Advanced skills in Microsoft Office, modern office systems, and professional written/verbal communication. Ability to exercise discretion and maintain strict confidentiality regarding sensitive law enforcement and personnel records. Skill in organizing and maintaining detailed tracking systems (specifically for Key Control and Evidence/Records).

DESIRED QUALIFICATIONS:

Continued professional development in project coordination or office management. Notary Public registration (Preferred or to be obtained within 1 year).

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing	Sitting 80%	Walking 15%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu