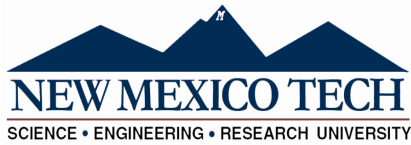


Posted: November 12, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR **DEPT:** ADVANCEMENT

REG ☒ **TEMP** ☐ **FULL TIME** ☒ **PART TIME** ☐

STARTING RATE or SALARY RANGE \$32,240 - \$37,760

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: 11/21/2025* 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:

This position provides administrative support to the Office for Advancement, the Director for Advancement and the Board of Trustees for the NMT Foundation. The Coordinator will conduct all business functions such as POs, Direct Pays, Requisitions, travel forms, etc. for Advancement and the Foundation. Will also schedule travel, track budgets and maintain calendar for the Director and track spending and travel budgets for gift officers. This will include the review of expenditures to budgets. Additionally, this position will oversee property and inventory control and digital organization of departmental files and records.

Coordinator will also function as Advancement's first point of contact answering phones and greeting guests. Another key role is to function as the support person (liaison) for the Foundation Board of Trustees, Duties will include scheduling and planning meetings, taking minutes at meetings, Gathering materials and putting together board books, maintenance of the Board Google Drive, correspondence with the board, helping with agendas and annotations.

Other duties as required which may include working nights and weekends on occasions to help with fundraising, stewardship, donor and alumni events, or Presidential events.

JOB FUNCTIONS:

Support to the Foundation Board
Operational Functions
Advancement Support
Support to Director

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Clerical Experience. Knowledge of Microsoft and Google Office. Excellent communication, customer service and interpersonal skills

DESIRED QUALIFICATIONS:

Experience at building and using spreadsheets. Knowledge of NMT business practices

LIFTING REQUIREMENTS:

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

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	N

PHYSICAL DEMANDS:

Standing 20%	Sitting 50%	Walking 15%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu