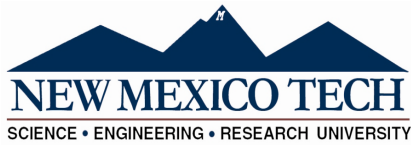


Posted: April 2, 2026



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE AND CONFERENCE COORDINATOR

DEPT: NCKRI

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$43,680 - \$50,232

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: 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 SUMMARY:

Supports various day-to-day activities of National Cave and Karst Research Institute (NCKRI) in Carlsbad, NM. Supports management in administrative tasks associated with coordinating on-site conferences and workshops. Performs day-to-day internal and external financial transactions. Coordinates NCKRI National Headquarters facility and resource management, information services, and general department administration. Participates with the Operations Divisions Director and management in operational improvement decision making. May supervise or provide functional leadership to one or more subordinate support staff engaged in routine administrative and event support activities.

JOB FUNCTIONS:

Coordinate hosted managed conferences and workshops

Manage and coordinate data entry for associated fiscal activities

Ensure facilities are maintained in proper working conditions to host events and conduct day-to-day operations by acting as a liaison with the city of Carlsbad on facility issues

Oversee building opening and closing

Assist in developing and updating appropriate SOPs for building operations

Other duties as assigned

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school in fiscal services, administrative and/or program management, event management, or related fields. Ability to communicate effectively, both orally and in writing with a broad group of stakeholders. Ability to gather data, compile information, and prepare reports. Knowledge of record keeping and archival best practices. Organization and coordination

skills. Knowledge of computerized information systems used in financial or accounting applications .Skill in the use of personal computers and Microsoft software.

DESIRED QUALIFICATIONS:

Bachelor's Degree. Knowledge of accounting procedures involving procurement, travel, etc. Knowledge of project management principles. Skill in examining operations and procedures to update standard operating procedures.

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	

PHYSICAL DEMANDS:

Standing 20%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu