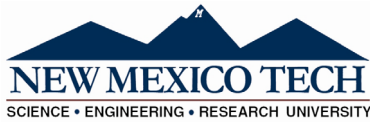


Posted: October 5, 2026



POSITION ANNOUNCEMENT

TITLE: ADMISSIONS ADVISOR DEPT: ADMISSIONS

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

STARTING RATE or SALARY RANGE \$42,000 - \$48,000

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

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:

Represents New Mexico Tech to prospective students, their families, and school/community contacts. Develops and implements recruiting initiatives that support application and enrollment goals and conducts a holistic review of first-year student applications. Plans and implements recruitment activities, including high school visits, area receptions, and individual meetings. Develops recruitment communications via the Slate CRM and application system. Reports to the Director of Admissions or designated administrator.

JOBS FUNCTIONS:

Recruitment, Counseling, and Territory Management

Advise and consult with prospective students and families on admission to NMT

Supporting Programs, Events, and Visits

Other Duties as assigned

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Any area of study. 0-3 years' experience in higher education admissions, recruitment, sales, customer service, marketing, public relations or related area. Demonstrate the highest professional demeanor and ethical behavior while representing the institution. Possess a celebration of diversity, both in the workplace and in student population Ability to work independently as well as establish and maintain collegial relations with other College staff, faculty, and students. Ability to work collaboratively as a member of a close and integrated team of admission professionals. Excellent written and oral communication skills Ability to plan, organize and implement events, programs and projects related to the University's enrollment goals. A valid driver's license, and the ability to participate in significant travel.

DESIRED QUALIFICATIONS:

Knowledge of Slate or other CRMs. Extensive knowledge of an university environment and undergraduate and graduate admission support.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 40%	Sitting 40%	Walking 10%	Pulling
Pushing 5%	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu