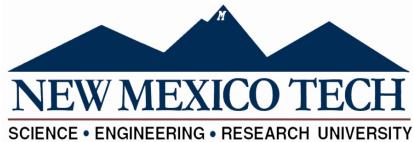


Posted: January 28, 2026



POSITION ANNOUNCEMENT

TITLE: ADMISSIONS OPERATIONS AND OFFICE COORDINATOR

DEPT: ADMISSIONS

REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$42,000 - \$45,000

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: 02/05/2026* 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:

The Office of Admission at New Mexico Tech is seeking a highly organized, customer-focused Admissions Operations & Office Administrator. This position will serve as the first point of contact for prospective students and their families, ensuring a welcoming and professional experience from inquiry through enrollment. The administrator will oversee admissions application process management, campus tour scheduling and coordination, recruitment event coordination, customer service operations, and general office management to support the university's recruitment and enrollment goals.

Reporting to the Director of Admissions, with a dotted line to the AVP for Strategic Enrollment Management, this role combines administrative leadership, front-line service, and process oversight to ensure the seamless operation of admissions functions.

JOB FUNCTIONS:

Customer Service & Front Desk Management :

- Serve as the primary front desk presence, greeting and assisting prospective students, families, and visitors.
- Provide accurate and timely responses to phone, email, text, and in-person inquiries regarding admissions, financial aid, campus life, and university resources.
- Ensure all interactions reflect a high level of professionalism, hospitality, and service excellence.
- Supervise and train student employees and ambassadors assigned to the front desk and visitor services.

Admissions Process Management:

- Manage the flow of applications and records throughout the admissions cycle, from inquiry to enrollment.
- Ensure data integrity in admissions CRM systems (e.g., Slate) and student information systems (e.g., Banner), including entry, tracking, and completion of applicant files.
- Monitor application progress, assist in document verification, and coordinate communications to keep applicants informed of their status.
- Generate regular reports and queries to support admissions staff and leadership in decision-making.

Campus Tour Scheduling & Event Support:

- Coordinate all campus tour scheduling, including ambassador assignments, faculty/staff appointments, and group visit logistics.
- Maintain and oversee the admissions visit calendar to ensure the smooth scheduling of tours, interviews, and admissions-related appointments.
- Support the planning and execution of admissions events (Exploration Days, Admitted Student Days, R@Tech Days, Orientation, open houses, and information sessions).
- Track visitor attendance, evaluate tour experiences, and recommend improvements to enhance prospective student engagement.

General Office Management:

- Oversee daily operations of the admissions office, including supply ordering, equipment maintenance, and workspace organization.
- Manage calendars for admissions staff, student ambassadors, and departmental meetings.
- Coordinate logistics for staff travel, expense reporting, and office communications.
- Maintain a library of admissions communications and ensure consistency across messaging.
- Assist with special projects and provide administrative support as assigned by leadership.

Administrative Coordination:

- Manages the AVP for SEM booking calendar
- Manages the Director of Admissions booking calendar- Manages the general recruitment and campus tour calendar

REQUIRED QUALIFICATIONS:

Associate's degree or similar level of college coursework. (Experience is an acceptable replacement for the degree or college coursework requirement: 4 years of experience = Associate Degree or similar coursework). Experience in admissions, administrative support, or customer service (preferably in higher education). Strong computer proficiency (Microsoft Office Suite; comfort with CRM and database systems). Excellent written and verbal communication skills. Strong organizational skills with attention to detail and the ability to manage multiple priorities. Professional demeanor, positive attitude, and collaborative spirit. Availability for occasional evenings or weekends to support admissions events.

DESIRED QUALIFICATIONS:

Bachelor's degree in communication, business, higher education, or a related field. Experience in higher education admissions, student services, or a fast-paced customer-facing role. Familiarity with CRM systems, such as Slate, and student information systems, such as Banner. Experience coordinating campus tours, student ambassadors, or recruitment events. Bilingual in English and Spanish. Experience working with diverse populations, including first-generation and international students

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|--------------|----------|
| Standing 20% | Sitting 50% | Walking 15% | Pulling |
| Pushing | Lifting 5% | Stooping | Kneeling |
| Crawling | Climbing | Reaching 10% | Other |

Apply to: nmtjobapps@npe.nmt.edu