Posted: October 26, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR OF HOUSING OPERATIONS

DEPT: RESIDENCE LIFE

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $60,000 - $65,000
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: 11/03/2026* 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:

Reports to the Director of Housing & Residential Life (ADHO), who oversees housing operations, including facility management, room selection, and occupancy management for 700+ beds. Manages daily Residential Life information to office staff and communicates this to Resident Assistants. Manages student applications, contracts, and room placement process. The ADHO is also a part of the on-call rotation. The ADHO must live within 20 minutes of campus to respond to crisis. Actively implements New Mexico Tech's Strategic Plan objectives.

JOB DUTIES:

Administration
• Represents HRL at university-sponsored events.
• Assists the Director with in strategic planning in the following areas: HRL Mission, Vision, Values; Occupancy Management; Facilities Management; Departmental Assessment; Campus-Wide Crisis Response; Staff Training & Supervision; Dining & Conference Services
• Co-supervises one Facilities Coordinator and indirectly supervises one handyman • Indirectly supervises one office manager, student desk workers, 3 Residence Life Coordinators, 25 Resident Assistants
• Assist with the creation and assessment of relevant policies, procedures, and initiatives to promote the growth of HRL's Mission, Vision, & Values.
• In the absence of the office manager, coordinates the Office of Residential Life's reception area and directs the daily workflow of the students working at the front desk • Primary person responsible for the electronic lock systems.
• Demonstrate expertise in working with various student populations transitioning from home to the University setting.
• Respond to student/parents'/families' who may be frustrated or upset & support them while finding a solution to their issue (including applications, contracts, and/or assignments)_
• Maintain working partnerships & a high level of internal & external customer service within the office, other student affairs departments, & the NMT community.
• Lead the development of professional staff training and professional development opportunities as it relates to occupancy management, facilities, assessment, and crisis-response.

• Develops and fosters supportive working relationships, motivation, and staff engagement.
• Values and encourages diverse perspectives, creativity, and teamwork.
• Assists in monitoring expenditures and income within the Residential Life accounts, including housing and damage revenue, and maintenance costs. Follows up on discrepancies and makes necessary corrections as needed.
• Leads the development of departmental marketing strategies that promote HRL's occupancy.
• Act as backup for the Residential Life Office Manager, including answering phones**.**

Housing Operations
• Manage room and meal plan applications, room selection, and assignments, including consolidation and the offer of super singles.
• Maintain accurate rosters and occupancy numbers, including room changes
• Serve as the super user for the Housing management software
• Facilitate resolutions regarding all housing assignment questions, reservations, residency, conflicts, etc.
• Coordinate with Student Access Services regarding accommodations for the residential students. • Input cancellation fees and damage fees, verify eligibility status, and data reports to the dining services provider
• Generates various reports for the Resident Assistants and office staff.

Facility Management
• Serve as the HRL liaison with Facilities Management
• Facilitate monthly meetings with Facilities Staff.
• Oversee the office manager with the work order process.
• Make sure facility concerns are addressed in a timely manner and communicated to residents.

Conference and Events
• Serve as the liaison to the Events and Conferences Committee
• Support the Summer Conferences Coordinator with occupancy management
• Troubleshoot any/all housing-related issues contracted camps may have during their stay with NMT Residential Life
• Make sure units will be ready for occupancy after conference season.

Residential Student Support:
Provides behavioral interventions to students including counseling, mediation, problem solving, policy violations, and referrals of individuals or groups of students regarding personal concerns, academic needs, or policies.

Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's Degree and 5 years of relevant experience. Experience with Housing Management Software such as StarRez. Organizational, planning, analytical and problem solving skills.

DESIRED QUALIFICATIONS:

Master's Degree in Higher Education or related field and at least 3 years of relevant experience. Understanding of basic marketing strategies. Understanding of Banner/Argos. Experience with a card access lock system.

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 20%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other 10%

Apply to: nmtjobapps@npe.nmt.edu