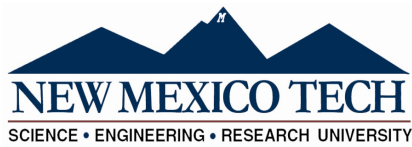


Posted: July 14, 2026



POSITION ANNOUNCEMENT

TITLE: COURSE CATALOG AND RECORDS COORDINATOR

DEPT: REGISTRAR

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

STARTING RATE or SALARY RANGE \$48,000 - \$55,000

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: 07/23/2026* 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:

This position will oversee and manage the content of the universities course catalog through the program called Coursedog with additional Workscope parallel to managing curriculum in the SIS Banner & Degreeworks, graduation processing, record management and student readmission.

JOB FUNCTIONS:

Catalog management

Curriculum Management

Graduation Processing

Readmission and Record Management

Registration and Orientation

Software and program oversight and implementation

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area related to record management in an administrative setting. An Associate degree and 2-3 years of experience may be considered. Excellent customer service, communication, and interpersonal skills with the ability to collaborate across campus units. Ability to handle confidential records with integrity. Ability to prioritize tasks, manage time, meet deadlines and accomplish task despite interruptions, and interpret rules and regulations from written documents. Demonstrated attention to detail and accuracy in data handling.

DESIRED QUALIFICATIONS:

Advanced proficiency in Microsoft Office (especially Excel) and google workspace. Experience with Banner or similar student information systems. FERPA knowledge.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 40%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu