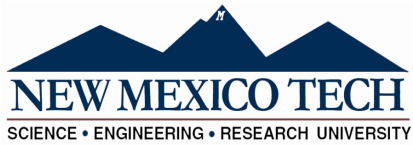


Posted: April 25, 2025



POSITION ANNOUNCEMENT

TITLE: DATA ANALYST TECHNICIAN I DEPT: EMRTC

REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE \$ 16.00

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: 05/07/2025 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:

Review, verify, and enter data from source material. Identifies and reconciles data input discrepancies. Extracts and compiles information from databases to produce reports. Maintain data entry requirements and operations by following policies and procedures. Performs some clerical or administrative duties. Will participate in registration for training courses. Must maintain program integrity and confidentiality of instructor and student information.

JOB FUNCTIONS:

Review and verify source materials for accuracy; scans and edits for errors. Enters and records data from electronic and hard copy source materials into the database. Verifies entered data, ensuring accuracy. Extracts and compiles information from the database to produce routine and specialized reports. Assist with registration and graduation for training courses.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Ability to gather data, compile information, and prepare reports. Ability to understand and follow specific instructions and procedures. Ability to verify data input and correct errors. Ability to maintain confidentiality of records and information. Must be able to work independently. Able to communicate verbally and in writing. Word processing and/or data entry skills.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 5%	Sitting 75%	Walking 5%	Pulling 5%
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu