Posted: October 28, 2025

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: IT SYSTEMS ADMINISTRATOR DEPT: EMRTC

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

STARTING RATE or SALARY RANGE $70,720 - $81,328
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: 11/06/2025* 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:

Provide program support that is directly responsive to the DHS First Responder Cooperative Agreement, including: (a) analysis of program-specific user requirements, procedures and problems that call for the implementation and improvement of computer systems applications; (b) provide technical support services that align to program-specific hardware, software and network problems; (c) maintain network and active directory capabilities that are responsive to program-specific requirements; (d) assist EMRTC IT efforts that are responsive program-specific requirements; (e) Oversee physical inventory and security for program-specific hardware; (f) Responsible for developing and maintaining data security and integrity for all program-specific data in conjunction with the NMT and EMRTC IT procedures; and (g) develop and coordinate IT support for the specialized Virtual Reality and Drone programs.

JOB FUNCTIONS:

Analyze user requirements and procedures to implement and improve computer systems. Hardware, software and network installation, maintenance and system monitoring. Security Management – Backup and Recovery. User Administration and Technical Support.0 Physical Hardware Inventory/Security. Documentation and Reporting.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Computer Science or IT (or equivalent experience). Computer hardware troubleshooting and maintenance. Windows problem solving. Enterprise level backup administration. Windows Active Directory account maintenance. Networking experience, switches, routers, wireless AP's. Strong data security experience. Must have or be able to obtain a security clearance.

DESIRED QUALIFICATIONS:

Virtual Reality and drone operational experience

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 20%	Walking 20%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling 10%
Crawling 5%	Climbing 5%	Reaching	Other 15%

Apply to: nmtjobapps@npe.nmt.edu