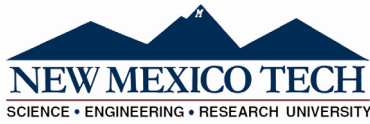


Posted: September 11, 2026



POSITION ANNOUNCEMENT

TITLE: MANAGER/HOUSING OPERATIONS

DEPT: RESIDENTIAL LIFE

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$43,680-\$50,230

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: 09/21/2026*

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:

Manage the daily routines of the Residential Life Office. Serves as the office's primary telephone and e-mail receptionist and is available to answer general questions from students and parents. Publicizes important events and information to the Tech community and on-campus housing residents. Supervise student workers. Support the ADHO for all housing operations. Tasks include processing daily work orders for seven residence halls, following up on work orders' completion, ongoing maintenance issues, and tracking and updating room and meal plan reservations. Provide assessment support to the Assistant Director of Residential Education and provide budget support to the Director. This position will also be the point person for website upkeep and managing social media sites and posts.

JOBS FUNCTIONS:

Office Management

- Functions as a first point of contact for students and families for the Residential Life staff
- Supervise and train Student Desk workers.
- Represents the Residential Life Office during Admissions and Orientation events as needed
- Direct visitors to appropriate locations and resources. Greets visitors, answers phones, and routes messages.
- Establishes, maintains, and safeguards confidential files and information for the Residential Life Office. Updates and maintains files for accuracy.
- Routes incoming mail. Distributes outgoing correspondence. Processes daily mail (incoming and outgoing) and signs for packages.
- Purchases office supplies and equipment. Inventories supplies and maintains warranties on office equipment.
- Attends training, runs errands, and gives tours as needed.
- Provides support to Residence Life Coordinators, Assistant Directors, and Directors as needed.
- Oversees organization and cleanliness of the main office, the Resident Assistant Workroom, and the storage room.

Assist the Assistant Director of Housing Operations

- Support the Assistant Director of Housing Operations with occupancy management, including housing and meal plans.
- Assist with student billing, housing deposits, and refunds as needed.

- Provide housing verification letters
- Issue keys, order replacements, and charge for lost keys.
- Monitors secure key usage by vendors and staff.
- Maintain the work order log for facilities, ITC, and laundry.
- Notifies residents of expected entry and/or other interruptions for maintenance.
- Coordinate with Auxiliary Services and the department's maintenance liaison to promptly ensure work orders not serviced by Facilities Maintenance (blinds, screens, some appliance repairs, etc.) are attended to.
- Work with the department facilities coordinator to maintain an inventory of purchase dates and service request dates/results for every residential unit's appliances, furniture, and flooring.

Assist the Assistant Director of Residential Education

- Maintains the Residence Life website and publications, keeping Residential Life information current and accurate.
- Monitors and updates the department's social media pages.
- Support the Assistant Director of Residential Education as requested.

Budget support

- Assists the Director with budget oversight.
- Pays invoices using purchase orders and direct payments.
- Maintains a log of all invoices.
- Follows up on back orders and invoices.
- Makes sure proper purchasing procedures are followed.
- Monitors monthly accounting for correct billing

Other duties as assigned

REQUIRED QUALIFICATIONS:

5-7 years of work experience (Additional Education can be substituted for experience). Knowledge of Microsoft Office, including Outlook, PowerPoint, Word, and Excel. Ability to communicate effectively with students, faculty, administrators, alumni, & the public. Commitment to a philosophy of quality customer service. Demonstrated ability to work effectively in a multi-cultural environment. Ability to successfully complete the NMT Defensive Driving course.

DESIRED QUALIFICATIONS:

One year of office experience. Website management. Knowledge of assessment management practices. Budget monitoring. Working knowledge of the Internet and Social Media.

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

Apply to: nmtjobapps@npe.nmt.edu