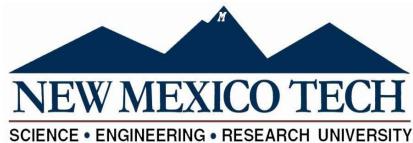


Posted: January 20, 2026



POSITION ANNOUNCEMENT

TITLE: MANAGER OF AUXILIARY SERVICES DEPT: AUXILIARY SERVICES
REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$50,000 - \$60,000

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: 01/28/2026 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:

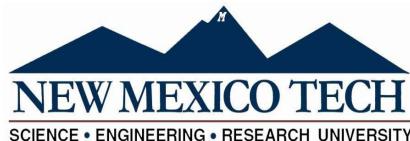
Manage the daily routines and business operations of the Auxiliary Services Office. Performs a variety of administrative, event, and marketing tasks while providing organization to office operations. Maintains documents of the department and prepares and/or assists with the preparation of reports. Conducts financial transactions as directed and maintains the upkeep and maintenance of all departmental records. Serves as the one of the public's first points of contact for the office's by greeting, answering phones, and answering questions. Curates and executes revenue generating events that foster connections, drive engagement and strengthen our brand with the local and regional landscape. Conducts other duties as assigned and needed to support the effective function of the department.

JOB FUNCTIONS:

Office Support

- Greets visitors, answers phones, and routes messages. Direct visitors to appropriate locations and resources.
- Assist with correspondence and communication.
- Establishes, maintains, and safeguards confidential files and information for the Auxiliary Services Office. Updates and maintains files for accuracy.
- Issues keys, encodes key cards, maintains logs, and charges for lost keys.
- Monitors secure key usage by students, vendors and staff.
- Submits and maintains work order logs.
- Assist with poster printing services.
- Oversees organization and cleanliness of the main office and the storage room.
- Represent Auxiliary Services during events as needed.
- Assist with assessment efforts.
- Distribute, collect, and organize survey data to further Strategic Plan and Accreditation assessment initiatives.
- Assist the Associate Director with budgets and finances.
- Prepares special financial, and assessment computer-generated reports.
- Conducts research and makes recommendations to improve revenue and reduce costs.

Posted: January 20, 2026



- Purchase office supplies, event supplies, and equipment.

Marketing, Event, and Community Engagement

- Develop and execute monthly revenue generating events.
- Contribute to the ideation and organization of impactful community events that create lasting connections.
- Play an active role in planning and executing fundraisers that unite the community around shared causes and contribute to the overall community impact.
- Support the management and coordination with partnerships with local chambers and membership organizations.
- Provide support in the execution of large visibility campaigns including floats and events.
- Develop and curate content to market events, services, and vision

Other Duties as Assigned

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area. 3-5 years work experience (Additional Education can be substituted for experience). Excellent interpersonal skills. Excellent organization, planning, and problem solving skills. Knowledge of Google sheets.

DESIRED QUALIFICATIONS:

Knowledge of Banner, Photoshop, InDesign

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	

PHYSICAL DEMANDS:

Standing 10%	Sitting 55%	Walking 10%	Pulling 3%
Pushing 3%	Lifting 6%	Stooping	Kneeling 3%
Crawling	Climbing 5%	Reaching 5%	Other