Posted: **February 27, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: NETWORK/CLIENT SERVICES ADMINISTRATOR

DEPT: BUREAU OF GEOLOGY

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

STARTING RATE or SALARY RANGE $54,000 - $62,000
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: March 10, 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:

The New Mexico Bureau of Geology and Mineral Resources (NMBGMR), a New Mexico Tech (NMT) research division, is the state's geological survey. Our nonregulatory agency, located on the NMT campus in Socorro, New Mexico, is a preeminent research organization dedicated to better understanding New Mexico's natural resources and the earth processes that impact our state's economy and communities.

We are looking for a self-motivated individual to support IT systems in a science agency. The prospective candidate will be responsible for providing technology support to staff and students at the NMBGMR. The Bureau's IT and Data Services team collaborates with our staff scientists and program leaders to facilitate collecting, storing, and disseminating high-quality geologic data. Communication skills in a team environment are essential to accomplish these tasks, advance the program, and improve our delivery methods. Applicants should be able to problem-solve or collaborate with a team of specialists to solve issues related to agency network systems, data storage and integrity, and delivering information and data to the public. These services include a broad range of components such as network, data storage, web, database, application development, security, help desk, and GIS. This position supports the Network Systems Administrator as needed in matters related to information technology management.

JOBS FUNCTIONS:

Provide information technology support for 100+ local and remote end users: Manage help desk requests, Hardware installation, maintenance and troubleshooting, Software installation, maintenance and troubleshooting, Printer management, User account, group, and password management, Backup management, Security management, File share and permissions management, Lab systems management, Business systems management.

Provide information technology engineering and maintenance support

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school in Information Technology, Information Systems or related field (or equivalent experience). Excellent interpersonal skills. Software installation and support. IT hardware installation and support.

DESIRED QUALIFICATIONS:

Knowledge of networked printer management D Knowledge of Microsoft AD user, group administration, file share support, and administration. Knowledge of local area networking, general backup, and security procedures. Knowledge of Google Mail and related Tools. Knowledge of Microsoft Windows support and/or Microsoft Windows Server Administration. Knowledge of Linux server administration and/or Mac hardware and software support. CompTIA certification, such as Network+, A+, Linux+, Server+ or related.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

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

Apply to: nmtjobapps@npe.nmt.edu