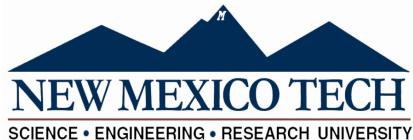


Posted: January 28, 2026



POSITION ANNOUNCEMENT

TITLE: OPERATIONS SPECIALIST/SWIA ADMINISTRATION

DEPT: SWIA

REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$50,000 - \$55,000

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: 02/05/2026* 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 Operations Specialist provides day-to-day administrative, scheduling, logistical, and operational support to ensure the efficient functioning of the Southwest Innovation Alliance (SWIA) and its work with the U.S. Air Force Research Laboratory (AFRL). This entry- to mid-level role supports resource allocation, process monitoring, recordkeeping, and data entry, while assisting with program activities that advance SWIA's mission.

The Operations Specialist serves as a central point of contact for internal and external stakeholders, coordinates routine operational activities, prepares standard reports, and assists with the maintenance of accurate financial and administrative records. They collaborate with team members to resolve issues, improve workflows, and promote operational excellence. Their work ensures smooth delivery of SWIA programs and contributes to meeting departmental goals effectively.

This position is based in Albuquerque, New Mexico, at the Air Force Research Laboratory (AFRL) campus on Kirtland Air Force Base (KAFB), and established collaboration centers, with hybrid/work-from-home flexibility available as agreed with the supervisor. The selected hire must be able to obtain and maintain access to a federal military installation.

JOB FUNCTIONS:

Administrative and Operational Support: Performs administrative tasks including scheduling, meeting coordination, correspondence preparation, data entry, and document management. Maintains records, monitors processes, and supports routine operational activities.

Customer Service and Stakeholder Support: Serves as a point of contact for students, faculty, staff, AFRL personnel, and partner organizations. Supports day-to-day problem resolution and ensures effective communication.

Resource and Process Support: Assists with resource allocation, process monitoring, workflow documentation, and identifying opportunities to improve operational efficiency.

Fiscal and Transactional Support: Assists with purchasing and accounts payable documentation, expense reconciliation, routine budget monitoring, and preparation of standard financial reports.

Program Coordination Assistance: Supports implementation of meetings, seminars, events, and special projects. Provides logistical assistance and coordinates activities of staff or contractors as directed.

Record-keeping and Reporting: Maintains accurate files and databases; compiles information for reports; prepares summaries and routine operational documentation.

Other Duties as Assigned: Performs miscellaneous tasks in support of program operations

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 1-3 years of administrative, technical, or operations experience. Experience maintaining records, preparing documents, and providing customer service. Ability to perform basic accounting or transactional tasks.

(1) Must possess or be able to obtain and maintain a valid New Mexico driver's license. (2) Ability to obtain and maintain access to a federal military installation. (3) Must complete university driving certification and maintain approval to operate a university vehicle for official duties

DESIRED QUALIFICATIONS:

Associate degree in Business, Public Administration, or a related field preferred. Continued training or certifications in office software, administrative operations, or process improvement encouraged. Experience supporting programs, projects, or operational activities in a university, government, or nonprofit environment. Familiarity with working in environments involving multiple stakeholders (e.g., federal agencies, academia, industry partners). Experience preparing documentation such as reports, summaries, correspondence, or promotional materials. Experience coordinating events, meetings, or small projects. Exposure to budgeting, expense tracking, or financial transactions. Prior experience working on or near Kirtland Air Force Base or within a federal research setting is beneficial but not required.

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 15%	Sitting 20%	Walking 14%	Pulling 10%
Pushing 5%	Lifting 10%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other 1%

Apply to: nmtjobapps@npe.nmt.edu