Posted: April 15, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: RESEARCH PROGRAM SPECIALIST DEPT: ICASA

REG ☐ TEMP ☑ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $60,000 - $75,000
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: Concurrent* 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 support, to Principal Investigators, of projects of significance to the operation and administration of ICASA. Provides and/or coordinates project planning and evaluation, ensuring that developing and existing projects are effective and in conformance with the overall goals and objectives of the ICASA and project scope(s) of work. Responsible for coordinating and participating in the collection, interpretation, and writing of technical documentation, including reports, proposals, specifications, procedures, use cases, meeting minutes, brochures, flyers, as well as technical graphics. Produce documentation that meets applicable standards and is appropriate for its intended audience. Occasional travel may be required.

JOB FUNCTIONS:

Partner closely with and directly support the Program Management staff

Responsible for organization and upkeep of content and dashboards stored in various projects or content management systems

Draft and/or proofread monthly reports and presentations to sponsor

Develop templates for presentations, procedures, reports, quad charts, etc.

Assists staff with the developing and managing various business processes in support of administrative, technical, and operational activities

Contribute to process improvements operational effectiveness and effects changes required for improvement

Coordinates with various online, offsite and onsite stakeholder meetings

Document meeting minutes from multiple weekly meetings

Coordinate and collaborate with other project managers on other projects within the program

Translate technical reports into format for a broader audience

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Business Management & Administration, Technical Communication or related field. Proficient and demonstrated technical writing/editing skills Proficient and demonstrated proofreading skills. Familiarity with basic scientific terms. Ability and desire to grasp new technical concepts and learn quickly Ability to focus product based on intended audience. Skilled in use of Microsoft Office software for document development and design. Skilled in organizing resources and establishing priorities. Ability to function within the team-concept approach to problem-solving. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community. Applicant must be eligible to obtain and maintain a Top Secret DOD security clearance. Must be a US citizen.

DESIRED QUALIFICATIONS:

Knowledge in IT or other technical industry. Experience in writing requirements. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Experience in budget preparation and fiscal management Experience in risk and issue assessment. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Experience in working with federal government organizations, such as the DOE, DOD Intelligence Community.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu