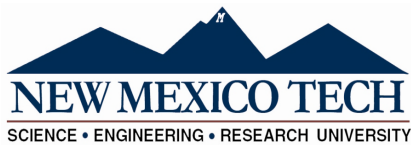


Posted: September 11, 2026



**7 Day on Campus
POSITION ANNOUNCEMENT**

TITLE: SPECIAL ASSISTANT TO THE ASSOCIATE VICE PRESIDENT

DEPT: STRATEGIC ENROLLMENT MANAGEMENT

REG LIMITED TERM ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE \$47,470.00

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:

The Special Assistant to the Associate Vice President for Strategic Enrollment Management provides administrative, operational, and project management support for strategic initiatives that advance enrollment, student success, and institutional priorities. Working across multiple departments, this position assists with coordinating projects, managing timelines, supporting communications, and ensuring initiatives move forward efficiently.

The position serves as a resource to the AVP by organizing complex projects, preparing reports and presentations, coordinating meetings and events, and supporting cross-functional collaboration. This temporary one-year appointment provides an opportunity to develop executive support, project management, and strategic planning skills while contributing to institutional initiatives.

This temporary assignment is intended to provide experience supporting executive leadership, coordinating institutional initiatives, and developing project management competencies within Strategic Enrollment Management. The incumbent will have opportunities to expand skills in strategic planning, cross-functional collaboration, executive communication, and organizational operations while contributing to university-wide priorities.

JOB FUNCTIONS:

Project Management and Strategic Initiatives

- Assist in coordinating strategic enrollment management initiatives and special projects.
- Monitor project timelines, milestones, and deliverables.
- Maintain project documentation and provide regular status updates.
- Coordinate meetings and follow-up actions to ensure project completion.
- Assist with implementing new processes and operational improvements.

- Report on discussions, milestone achievements, and setbacks, and provide recommendations for adjustment
- Serve as a liaison between departments participating in strategic initiatives.
- Coordinate communications with internal and external stakeholders.
- Assist with developing informational materials and project updates.
- Promote collaboration across functional areas to support institutional goals

Executive and Administrative Support

- Provide direct administrative support to the AVP of Strategic Enrollment Management.
- Coordinate calendars, meetings, and project schedules.
- Prepare agendas, briefing materials, presentations, and meeting summaries.
- Draft professional correspondence, reports, and internal communications.
- Maintain confidential records and documentation.

Operational Coordination

- Assist in coordinating activities among Enrollment Management and Student Affairs departments.
- Track assignments and follow up on outstanding action items.
- Support planning for divisional meetings, retreats, and special events.
- Coordinate logistics for committees, trainings, and professional development activities.

Data and Reporting Support

- Compile information for reports, dashboards, and presentations.
- Assist with tracking project outcomes and performance measures.
- Organize documentation supporting strategic planning, assessment, and accreditation activities.
- Maintain files and records for departmental initiatives.

Other Duties

- Perform other duties and special projects as assigned by the Associate Vice President.
- Provide flexible support for emerging institutional priorities.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Education, Business, Marketing, Communication, Technology, or related field. Strong organizational and project management skills. Ability to manage multiple priorities simultaneously. Excellent written and verbal communication skills. Ability to maintain confidentiality and exercise sound judgment. Strong attention to detail. Demonstrated customer service and interpersonal skills.

DESIRED QUALIFICATIONS:

Proficiency with Microsoft Office and common collaboration platforms. Ability to work independently while collaborating effectively with diverse teams.

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 80%	Walking 5%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other 5

Apply to: nmtjobapps@npe.nmt.edu