Posted: November 4, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: STUDENT ACTIVITIES COORDINATOR

DEPT: STUDENT LEADERSHIP AND ENGAGEMENT

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

STARTING RATE or SALARY RANGE $43,500 - $47,500
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: 11/13/2026* 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:

Under the direction of leadership (e.g., Assistant Dean of Student Leadership & Engagement), the Student Activities Coordinator serves as the primary advisor for the Student Government Association Activities Board. The Student Activities Coordinator will assist in all aspects of student activities both in Student Affairs and SGA. This includes assisting the Center for Graduate Studies with graduate student activities including Graduate Student Assocition (GSA) events. The day-to-day primary responsibilities will be to provide development, support, and execution of annual and new programs.

The Student Activities Coordinator will support students' intellectual, personal, and social development and advocate for SGA student leaders and student clubs/organizations across the campus community. The Student Activities Coordinator will support their supervisor as they develop program learning outcomes and an assessment plan and provide direct oversight as assigned by their supervisor. The Student Activities Coordinator works to implement high-impact practices to meet the needs of our diverse student population, faculty, and staff.

Individuals must be willing to engage in activities held during day, evening and/or weekends in Socorro, across New Mexico, and outside New Mexico. Most activities will be in-person with some online engagement. All individuals have the responsibility to accept those reasonable duties assigned to them within their fields of competence. Daily assignments will depend on department and program needs.

The Student Activities Coordinator should demonstrate commitment to student success, belonging, and community development. The best-qualified candidate will have an understanding of student development theory and high impact practices. Excellent oral and written communication skills. Excellent interpersonal and public relations skills. Demonstrated capacity to lead, mentor, support, and develop students. Knowledge of student development, sense of student belonging, and best practices in community development.

JOB FUNCTIONS:

Student Activities
• Promotes and supports student activities, promotes the creation and development of new student activities, supports and direction for annual activities sponsored by Student Affairs and SGA.
• Promotes, organizes, and coordinates campus special events such as SGA 49ers, SGA Spring Fling, Student Club Fairs, Late Night Breakfast, and Weeks of Welcome events.
• Maintains accurate records and inventory of all equipment associated with SGA Student Activities (including event proposals, budget, contacts, media/publicity, and assessment).
• Assists with the coordination of community engagement programs.
• Assists with and coordinates New Student Orientation student events .
• Assists with outreach and programming events (e.g., Kelly Mine Experience, Summer STEM, Student Research Sympoisum, Techie Exploration Day). • Assists in the coordination of annual multicultural events.
• Assists the Center for Graduate Studies with graduate student activities including GSA events (e.g., Graduate Student Research Symposium).

Administration
• Completes all student club PCard purchases, reconciles, and turns in PCard completed monthly reports. .
• Monitors student club accounting procedures and advises regarding proper procedures; may reconcile and verify the accuracy of indexes/accounts.
• Assists with the coordination and oversight of all aspects techConnect, social media, and websites.
• Oversight of the SGA student activities director and board.
• Coordinates travel arrangements for student club related travel in accordance with New Mexico Tech policies and procedures.
• Assist with overseeing the NMT Food Pantry.
• Assists with reviewing processes related to student engagement.
• Assists with maintaining online resources (e.g., webpages).
• Assists with gathering data used by leadership to assess programming and fulfill institutional reporting requests.

Other duties as assigned by the Assistant Dean of Student Leadership & Engagement

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Student Affairs / Higher Education related area. Microsoft Office, Google Docs, Canvas, and Gmail Exceptional Presentation Skills and Customer Service Skills. Ability to use and manage social media accounts Ability to interact professionally in any circumstance. Strong written skills Experience in program development, including assessment planning, implementation, and continuous improvement.

DESIRED QUALIFICATIONS:

Master's Degree in Student Affairs / Higher Education related area. Banner 9, Argos, SEVP Database, Adobe Creative Suite Website management skills. Experience developing and facilitating workshops Bilingual language ability.

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	Sitting	Walking	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu