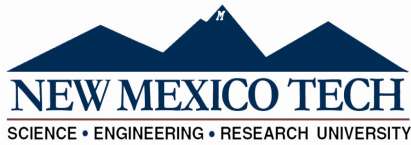


Posted: May 18, 2026



POSITION ANNOUNCEMENT

TITLE: VISITOR CONTROL AND SECURITY SPECIALIST **DEPT:** EMRTC

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$15.75 - \$18.00

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: 05/29/2026* 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 and guidance of the Senior Safety & Security Officer, perform the duties of Visitor Control and EMRTC Security thru visitor intake and badging along with managing access for the towers on the mountain peak. This position will also handle directing incoming calls for EMRTC along with data entry and filing for security and visitor management.

JOB FUNCTIONS:

Utilizing procedures and processes per SOP's to greet, direct and control access for controlled areas to visitors needing entry to both the EMRTC complex and Field Laboratory. This includes cleared, un-cleared and foreign visitors. Utilizing the badge system, create and manage badges for visitors and employees. Coordinating between escorts and visitors as needed. Monitor explosive magazine alarm systems and Field Lab security.

As a Certified Trainer thru the National Safety Council, perform all administrative tasks required for the NMT Defensive Driving Course program.

Perform administrative tasks for the Safety & Security Group as needed to include tracking the training required for field access.

Answer telephones and direct calls to appropriate individuals and take messages as needed. Follow any additional tasks as assigned by the Senior Safety & Security Officer.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Working knowledge of Microsoft Suite.

DESIRED QUALIFICATIONS:

Experience in personnel space entry and exit protocols. Experience in physical security protocols. Knowledge of administrative processes

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 15%	Sitting 70%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu