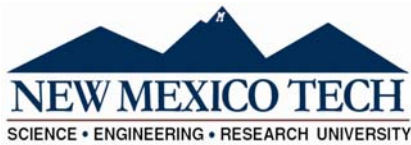


Posted: July 20, 2021



POSITION ANNOUNCEMENT

TITLE: ACADEMIC COORDINATOR **DEPT:** UPWARD BOUND/ MATH & SCIENCE

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

STARTING RATE or SALARY RANGE \$40,000-\$45,000

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 DUTIES:

The coordinator reports to the Director; supervises tutors/ advisers; conducts academic monitoring and advising including topics such as college attainment, career choices, entrance exam prep, financial aid/ literacy, and other areas of need; plans, coordinates, and evaluates academic/ cultural programs as Saturday Sessions; collects and organizes data; serves as liaison to participants, families and schools; coordinates recruitment; provides on-site daily and nightly supervision of students during the residential summer program at NMT and on college/ cultural visits/ trips; plans, supervises , and implements educational, cultural and enrichment activities as well as campus tours, ACT/SAT prep, community services, and parent meetings; coordinates summer program including daily activities, workshops, travel, and logistics; coordinates follow-up tracking; supervises translations and other duties as assigned by the Director. Competent with Google Drive and Zoom.

REQUIRED QUALIFICATIONS:

Bachelor's degree required STEM discipline or closely related field. One (1) year experience working with low-income, first generation minority students and students from diverse backgrounds required. One (1) years administrative experience required. Knowledge of college entrance requirements required. Must have a valid NM Driver's License. Must be able to pass a background check to work with minors in Albuquerque Public Schools. One (1) year experience working directly with TRIO programs desired. Former TRIO participant desired. NM Teacher's License desired. Bilingual preferred. Masters' degree preferred in education, counseling, STEM discipline or related field.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 133, Socorro, NM 87801