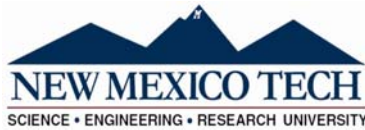


POSTED: October 22, 2018



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR **DEPT:** PSYCHOLOGY & EDUCATION

REG

TEMP

FULL TIME

PART TIME

***Limited 5 year term—contingent upon funding**

STARTING RATE or SALARY RANGE: \$12.75- \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

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.

The Department of Psychology and Education at New Mexico Tech (NMT) seeks a candidate for the position of Administrative Coordinator on the new 5 year Title V grant from the Department of Education, Advancing Teaching and Training of Hispanic Educators in STEM in New Mexico (AT-THE-STEM-NM). The grant aims to increase the number of STEM teachers in our teacher training (ALP) and Master of Science for Teachers (MST) programs. The grant specifically seeks to increase the number of Hispanic students choosing to go into teaching.

The Administrative Coordinator will help the Title V team carry out the everyday activities of the grant. This person will be responsible for helping all of the projects personnel, as well as the faculty and students in our Education programs. The Administrative Assistant will be responsible for helping to document and organize the grants activities and progress. Responsibilities include copying, correspondence, purchases, record keeping and filing, arranging meetings giving tests, arranging travel, maintaining numerous data files and running reports.

The successful candidate must have at least a High school (or GED) level ability in spelling, grammar, basic composition and mathematics. A Bachelor's or Associate's degree is desired. Being bilingual is desired. The position is open immediately and will last for the five year period of this grant.

Applicants should submit a letter of interest, resume and the names and contact information of three references to Rosa Jaramillo at nmtjobapps@npe.nmt.edu and Mark.Samuels@nmt.edu. Questions can be directed to the Project Director of the grant Dr. Mark Samuels. The selection process will begin immediately and continue until the position is filled.

NMT is an Equal Opportunity Employer. Benefits include a health plan (health, vision, dental) and a retirement plan. New Mexico Tech is located in Socorro, in the scenic Rio Grande River Valley of central New Mexico, 75 miles south of Albuquerque and 139 miles south of Santa Fe. Nearby mountains and desert canyons provide opportunities for excellent hiking, climbing, and mountain biking. The Bosque del Apache National Wildlife Refuge, located just south of Socorro along a major north-south flyway, offers some of the best birding in the USA.