

Posted: April 7, 2021



New Mexico Tech is seeking an Admission Advisor to enhance recruitment and engage prospective students. This position requires a dedication to presenting NMT in a professional and equitable manner. Possibility of remote or regional location will be considered based on appropriate qualifications.

New Mexico Tech is a renowned STEM research university located in the heart of New Mexico. With degrees offered in over 20 STEM areas, NMT is consistently ranked the #1 University in New Mexico and has earned recognition as the #4 rated school in the nation for supporting Hispanic students. Uniquely, our students enjoy undergraduate access to over a dozen research divisions.

Bachelor's degree required with 1 to 3 years' experience in customer service preferably in post-secondary education. Excellent organizational, planning, time management and problem solving skills required. Preferred knowledge of modern enrollment management, marketing, data entry, recruiting and admission techniques for achieving enrollment goals. Must have exceptional writing and presentation skills. Starting salary \$34,320-\$38,000.

NMT is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. NMT is an Equal Opportunity Employer.

New Mexico Tech is located in Socorro, in the scenic Rio Grande River Valley of central New Mexico, 75 miles south of Albuquerque with its many attractions, 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.

Join a team dedicated to leading our state in STEM opportunities!

For more information and to apply please visit <https://www.nmt.edu/hr/employment.php>

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance and retirement which are largely paid by New Mexico Tech for the employee and dependents.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 000, Socorro, NM 87801