POSITION ANNOUNCEMENT

**TITLE:** ASSOCIATE DIRECTOR  
**DEPT:** UPWARD BOUND MATH & SCIENCE

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

**STARTING RATE or SALARY RANGE $32,500**
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: 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 SUMMARY:**
The Associate Director (0.5 FTE) for this UBMS program at the cost of $32,500 will be responsible for the day-to-day management of the program. This person will have at least a Bachelor’s in education, counseling, STEM discipline, or related field, some experience working with low-income, first-generation, and/or minority students. The Associate Director will organize as well as teach during school and after-school and carry out workshops for the Socorro High School during the academic year. The Associate Director oversees budgeting, finances, and management, including supervision of program coordinators/tutors, and oversees recruiting UBMS students for the program and helps organize summer programs, including student travel and a summer residency at NMT Position contingent on continuous DOE funding.

**JOB FUNCTIONS:**
The Associate Director will organize as well as teach and carry out workshops for the Socorro High School during the academic year. 20%
The Associate Director oversees budgeting, finances, and management, including supervision of program coordinators/tutors. 15%
Oversees recruiting UBMS students for the program and helps organize summer programs, including student travel and a summer residency at NMT. 15%

**REQUIRED QUALIFICATIONS:**
Bachelor's Degree in any area of study. Working with low-income, first-generation, and/or minority students. Knowledge of UBMS STEM processes and procedures. Experience in education, and teaching environment. Knowledge of grant processes and procedures.

**LIFTING REQUIREMENTS:**
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Apply to: nmtjobapps@npe.nmt.edu