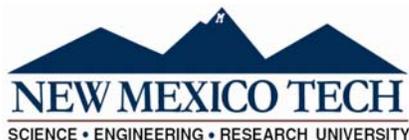


Posted: July 12, 2021



POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ T2 PROGRAM SUPPORT

DEPT: TECH TRANSFER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$34,320-\$39,520

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: July 20, 2021* 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:

Under general supervision of the Sr. Business Manager, performs a variety of program support duties for the Tech Transfer Collaborative Office and its work with the U.S. Air Force Research Laboratory (AFRL), which require a range of skills and a knowledge of organizational policies and procedures. Coordinates the collection, maintenance, and reporting of tech transfer data and related systems. Maintains and supports processes related to the business operations of the unit providing operational support to partners and office constituents. Provides specialized assistance to program areas, including but not limited to: business operations, collaboration facilities, intellectual property, agreements, marketing and publications, and event management. The position is based in Albuquerque, New Mexico on Kirtland Air Force Base (KAFB) and may be required to perform under a hybrid schedule of in-person and telework activities based on the requirements of AFRL program management.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school. Area of study: Business Administration, Management, Liberal Arts, or other closely related field. Two (2) years of direct experience in similar administrative or programmatic support roles required. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to foster a cooperative work environment required. Ability to communicate effectively, both orally and in writing required. Skill in the use of personal computers and related software applications required. Strong computer skills, to include database management, word processing, spreadsheets required. Ability to gather data, compile information, and prepare reports required. Records maintenance skills required. Ability to verify data input and correct errors required. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments desired. Ability to investigate and analyze information and draw conclusions required. Ability to resolve customer complaints and concerns required. Knowledge of customer service standards and procedures.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 125, Socorro, NM 87801