

Posted: April 22, 2021



POSITION ANNOUNCEMENT

TITLE: EDUCATION PROGRAM MANAGER

DEPT: NCKRI

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$51,000-\$57,000

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:

Perform a variety of administrative, programmatic, supervisory, financial, and educational work to administer the functions of the Institute's Education Program and support the functions of the Institute in general (the mission of the Institute's Education Program covers cave and karst education at levels from K-12 and the general public). Supervise, train, and coordinate staff assigned to the Education Program. Conduct outreach to create partnerships for cave and karst educational programs from local to international levels in the public and private sectors. Develop plans for accurate, timely, and state-of-the-art cave and karst educational activities, including curricula, workshops, seminars, field trips, and lecture series. Create and supervise the creation of educational materials in all media. Coordinate to develop and approve an inventory of sale items appropriate to the educational goals of the Institute. Administer the promotion, use, maintenance, and upgrading of the Institute's exhibit/museum areas and classrooms. Promote and conduct appropriate outreach, program development, and training of karst educators in cooperation with Institute partners. This position is stationed at NCKRI's offices in Carlsbad, New Mexico.

REQUIRED QUALIFICATIONS:

A Master's degree in education, science, environmental science, or environmental management is desired but may be substituted by equivalent experience. Must have at least 5 years of experience in conducting and developing educational programs, especially science-oriented; a broad science background is preferred and detailed knowledge of caves and karst is highly desired. Knowledge of formal educational practices and concepts as they relate to classrooms and educational institutions is required. Understanding of current trends and technologies in educational methods and theory, from elementary to graduate and public education, including distance education, and the ability to apply this knowledge to curriculum development and classroom presentation is required. Understanding of local to international educational goals and objectives and ability to apply that knowledge to a wide variety of education districts, institutions, and learning levels is required. Ability to establish and maintain cooperative relations with local to international agencies, educators, and officials in the public and private sector, to develop joint educational programs, is required. Knowledge of interpretive practices, techniques, and concepts related to caves and karst is highly desired. Demonstrated ability to manage financial and human resources is highly desired. Ability to communicate effectively orally and in writing, including a history of skillful public speaking and successful grant-writing experience is highly desired. Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint, at least one graphics program, and with the Internet and other media capabilities used to transmit educational materials to broad national and international audiences are highly desired. Experience in teaching and curriculum development is desired. Experience designing and developing various educational, interpretive, and outreach products, such as curriculum guides, exhibits, publications, television and video programs, websites and interactive educational games, etc. is desired. Experience in museum interpretation, design, exhibition, and curation is desired. Experience in safely conducting scientific or related field work and traversing diverse outdoor environments, especially in caves, is desired. Must be able to deal professionally, pleasantly, and diplomatically with others.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 060, Socorro, NM 87801