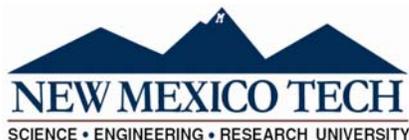


Posted: February 17, 2021



POSITION ANNOUNCEMENT

TITLE: PROGRAM MANAGER

DEPT: RESEARCH

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$58,000-\$65,000

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:

Plans and implements a contract/ grant initiative. Participates in the generation of program resources and in the design and development of program operating goals, objectives, and protocols. Responsible for the appropriate use of programmatic funds within the parameters of the contract/ grant. Represents the program to both internal and external constituencies with respect to program implementation and operational matters, and provides technical/ professional and programmatic guidance, consultation, and support to client constituencies as appropriate.

REQUIRED QUALIFICATIONS:

Bachelor's degree required plus Three (3) years' experience. Master's degree desired. Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports required. Demonstrated professional knowledge and operational expertise within designated area of information dominance required. Program planning, development, implementation, and leadership skills required. Ability to develop and deliver both oral and written presentations required. Ability to use independent judgement and to manage and impart information to a range of clientele and/or media resources required. Ability to make administrative procedural decisions and judgements required. Skill in examining and evaluating operations and developing and/or re-engineering operating strategies, systems, and procedures required. Ability to understand desired learning objectives and participate in OPFOR exercises required. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community required. Military experience desired. Knowledge of publishing procedures and requirements, including desktop publishing desired. Knowledge of journalism principles and techniques desired. Knowledge of public relations, communication principles, media, and marketing techniques desired. A valid NM Driver's License required. Ability to obtain a NM Commercial Driver's License required. Ability to obtain and maintain a Top Secret/ SCI security clearance required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 018, Socorro, NM 87801