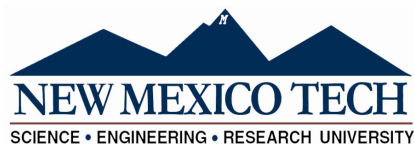


**Posted:** December 20, 2024



## POSITION ANNOUNCEMENT

**TITLE:** RESEARCH PROGRAM COORDINATOR

**DEPT:** ICASA

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$19.00-\$24.00

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 DEPARTMENTAL 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:

Assists Manager of Admin and Finance with department programs. Coordinates the administrative and operational activities of the department programs. The program/project is focused on scientific research, educational or service oriented, and may exist as a subset of an integrated grant-funded activity. Duties typically include assisting with planning and administration, fiscal, budgetary, and/or other associated transactions, program implementation and administration, internal and external operational/administrative liaison and reporting.

### JOBS FUNCTIONS:

Receive and process requisitions, purchase orders, and change orders. Review for compliance with all reportable property procedures and monitor the progress through the approval cycle.

Review and process all account payables, invoice approvals and reconciliation in accordance with applicable regulations and policies. Coordinates with ICASA and NMT financial staff regarding transactions, policies and procedures. Maintain detailed records of all transactions.

Respond promptly to a range of inquiries regarding financial transactions; researches and resolves problems. Assists staff in obtaining quotes and backup documentation from vendors. Review quotes and requisitions to ensure conformance with state procurement code and federal regulations.

Establish and maintain strong working relationships with campus purchasing, contracting, warehouse, accounts payable, and vendors.

Contribute to the overall success of the department by assisting with various tasks as required, demonstrating a commitment to supporting programmatic objectives and organizational goals.

## REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Knowledge in Purchasing procedures and Accounts Payable procedures. Knowledge of general accounting. Exceptional attention to detail. Excellent teamwork and communications skills. Ability to use broad knowledge of practices and procedures to handle complex assignments. Working knowledge of MS Excel, Word, Adobe Acrobat software Working knowledge of Banner or similar ERP software suite Ability to travel occasionally to support program activities. US Citizenship. Eligible for Secret or higher Security Clearance. A valid NM Driver's License.

## DESIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school. Area of study: Business, Finance, Accounting, Public Administration, or related. 5 years' experience in a similar position. Knowledge of FAR/DFARs and Federal travel procedures Knowledge of NMT purchasing policies and procedures. Working knowledge of Atlassian Software Tools or other documentation/collaboration and task tracking software.

## LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	<input type="radio"/>
15 - 30 pounds	<input type="radio"/>
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

## PHYSICAL DEMANDS:

Standing 15%	Sitting 70%	Walking 15%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)