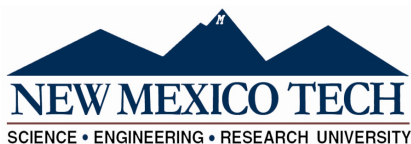


Posted: February 13, 2025



POSITION ANNOUNCEMENT

TITLE: UBMS DIRECTOR

DEPT: UPWARD BOUND MATH AND SCIENCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$60,000 - \$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 DEPARTMENTAL POSTING THROUGH: February 25, 2025 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 Director of the Upward Bound/Upward Bound Math and Science Program provides leadership for the federally funded TRIO Programs which is designed to provide opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. In addition, the Director has the responsibility for the development of program policy, overall administration of the project including budget and project compliance with federal and university regulations and policies. Duties include developing and executing program goals/objectives and implementation; short and long-range planning, program evaluation, recruitment and employment of project staff; preparation of reports to the Department of Education; staff training and professional development; supervision and evaluation; expenditure of program funds; and serving as a liaison to the university and target communities.

JOB FUNCTIONS:

Plan, implement, supervise, and evaluate all UBMS activities, including but not limited to planning and curriculum development. Oversee the selection and enrollment of eligible UBMS participants. Provide managerial direction for UBMS including integrating the UBMS program into college and local community. Assist in the hiring, supervision, evaluation and termination of UBMS staff. Travel extensively and to work extended hours as necessary. Timely submission of Annual Progress Reports for both ABQ and Socorro UBMS grants, and responsible for any other requests from the US Department of Education pertaining to these grants. Any other grant required activities.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Education, program administration or a STEM field. Experience working with underserved or disadvantaged student populations is valuable, as the UBMS program primarily serves low-income, first-generation college-bound students. Leadership and Team Management: Strong leadership skills to guide and motivate program staff in delivering high-quality services to participants. Ability to foster a positive and inclusive team culture. Problem-Solving and Adaptability: Capacity to address challenges and find solutions in a dynamic educational environment. Background Check.

DESIRED QUALIFICATIONS:

Master's Degree in Education, program administration or a STEM field. Program Management: Knowledge of federal regulations and guidelines governing TRIO programs is essential to ensure compliance and proper administration of the UBMS program. Skills in budget management, grant writing, and reporting are crucial for securing and managing program funding. Data Analysis and Assessment: Skills in collecting, analyzing, and interpreting program data to measure student progress and program effectiveness.

LIFTING REQUIREMENTS:

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

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

Apply to: nmtjobapps@npe.nmt.edu