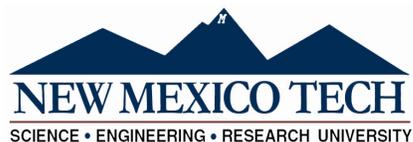


**Posted:** May 27, 2025



**Located in Albuquerque, NM**  
**POSITION ANNOUNCEMENT**

**TITLE: STEM OUTREACH SPECIALIST**

**DEPT: SWIA - STEM OUTREACH**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$68,000 - \$72,000

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 SUMMARY:**

Plans, coordinates, and implements science, technology, engineering, and mathematics (STEM) outreach programs and events for students, teachers, and community members. Develops curricula, prepares relevant presentations and materials, provides classroom-based STEM activities and facilitates online delivery of STEM programs conducted at school campuses.

## **JOB FUNCTIONS:**

Plans and designs curricula for educational programs; researches and defines educational goals, objectives, and methodologies to meet program goals. Determines formats and approaches to achieve program objectives; defines needs of target populations; researches trends at the national and state level, as appropriate to the position. Manages and facilitates program activities, to include classes, trainings, online curriculum delivery, community events, and/or other special projects. Purchases equipment and/or services, as necessary, and ensures the proper usage and maintenance of materials and equipment relevant to unit activities. Develops and maintains records and databases on student and program activities, materials, equipment, and supplies.

## **REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Science, Math, Engineering, or Education.. Must be able to pass a basic background check. Program planning and implementation skills. Strong interpersonal and communication skills and the ability to work effectively with others. Ability to draw conclusions and make recommendations based on research data and findings. Ability to manage and facilitate educational programs. Skill in organizing resources and establishing priorities. Must be able to pass a background check for access to Kirtland AFB.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 50%	Sitting 40%	Walking 20%	Pulling
Pushing	Lifting 10%	Stooping 10%	Kneeling
Crawling	Climbing	Reaching 10%	Other

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