

New Mexico Tech University Recruiting Veterans Plan

- Tie veteran recruiting to overall business strategy by identifying veteran skills needed and tracking veterans effectiveness in both recruiting and job performance
- Build commitment by establishing a core internal team from all levels (e.g., senior executives, HR, managers) to support veteran recruiting activities and communicate value of effort to the organization
- Leverage network of existing veteran employees to build relationships with external veteran- and champion-groups ▪ Develop compelling and clear employee value proposition for veterans to use internally and externally
- Select, assess, and adjust mix of recruiting channels (e.g., Military Assistance Groups, job boards) to meet recruiting goals and increase awareness of company opportunities within veteran community
- Develop marketing materials that clearly communicate the employee value proposition to veterans
- Document best practices learned to make future recruiting efforts more effective ▪ Train resume screeners to recognize how military skills translate to civilian roles
- Use structured interviews to uncover key transferable skills, attitudes, and leadership qualities
- Tailor general employee value proposition (EVP) to military professionals and targeted role
- Welcome and orient new veteran employees by clearly communicating norms, roles and responsibilities, performance expectations, and policies and expected timelines for promotion
- Accommodate special needs (e.g., disabilities, PTSD) and dispel common misconceptions through education of employees and managers
- Support network building by leveraging internal military employees (e.g., mentors)
- Increase veteran visibility by exposing veterans in a variety of roles (e.g., rotational management programs, and creating opportunities for veterans to act as both mentors and mentees)

- Offer workplace flexibility programs (e.g., for veterans undergoing medical treatment)
- Facilitate ongoing education through both formal and informal development opportunities (e.g. coursework, VA work-study program)



The University is committed to providing equal opportunities to individuals with disabilities. The University makes reasonable accommodations for students, employees, prospective students and employees, and visitors. The University makes reasonable accommodations for the physical and mental disabilities of a student unless an accommodation has the end result of fundamentally altering the nature of the course or program, or places an undue hardship on the operation of the University. The University makes reasonable accommodations for the physical or mental disabilities of an employee or applicant unless such accommodations have the end result of relieving, reallocating, or altering the essential functions of a job or place an undue hardship on the operation of the University.

Failure to accommodate can constitute discrimination on the basis of disability in some instances. Students should refer to <https://www.nmt.edu/disabilityservices.php> for guidance on requesting accommodations and should contact the University Americans with Disability Act compliance Office (ADA) for assistance. Employees, including undergraduate and graduate student employees, should refer to [\("Reasonable Accommodation for Employees with Disabilities" <https://www.nmt.edu/studentlife/aac.php>\)](https://www.nmt.edu/studentlife/aac.php) for guidance on requesting workplace accommodations and initiating an interactive dialogue with their immediate supervisor or manager.

The Director of the Office of Equal Opportunity or their designee serves as the University's Americans with Disabilities Act (ADA) Coordinator. Any applicant, employee, or visitor needing guidance on seeking a reasonable accommodation for disability should contact the Director of the OEO. Once an accommodation has been put into place, the accommodation should be registered with the ADA Coordinator for tracking and implementation purposes. In addition, any students, employees, and applicants who feel that they have been denied a reasonable accommodation can file a complaint with OEO pursuant to section 13 below. Visitors to the University who feel they have been denied a reasonable accommodation can utilize the process outlined in the University's [ADA Grievance Procedure <https://www.nmt.edu/studentlife/aac.php>](https://www.nmt.edu/studentlife/aac.php).

Inclusive Recruitment and Outreach

1) Add Promotional Messages and Welcoming Language

Not only will it catch their attention, but it may shift someone away from thinking "It's not for me."
Examples include:

"We encourage people with disabilities and from other diverse backgrounds to apply. We do not discriminate based on disability."

"We provide reasonable accommodations as needed to people with disabilities."

"Our materials are available in alternative formats (braille, electronic, large print, etc.) upon request."

"Our office is wheelchair-accessible."

"Our participants reflect a wide range of socioeconomic, cultural and religious affiliations within their countries, including people with disabilities."

Recruitment materials such as brochures, websites and posters should include images of people with disabilities, and, if possible, quotes by participants with disabilities who have participated successfully. A picture and/or quote from an exchange participant who uses a wheelchair or a white cane sends a powerful message to potential applicants, parents, school administrators, leaders in the disability community, and others, that students with disabilities are welcome to participate and have successful experiences abroad.

Request our free poster and recruiting materials with inclusive images. Contact us via email.

2) Broaden Media Resources

Solicit stories from the participants and staff with disabilities involved in the program and disseminate and include their stories in your organization's websites, brochures, social media, newsletters and other media that is used for all audiences. Include disability print and social media sites on distribution lists for program outreach and application deadlines.

3) Network with Local, Regional and National Organizations

Identifying contacts at organizations that are led by and work with people with disabilities is essential to recruiting and accommodating participants with disabilities in international exchange.

University disability services offices, local independent living centers, rehabilitation organizations, adaptive recreation programs, parents organizations, special education departments or schools, disability rights organizations and support groups are critical sources of knowledge and support.

Doing personal outreach and in-person presentations/advising with potential applicants at these organizations makes a difference.

4) Provide Scholarships

Financial assistance is one of the best tools for encouraging the participation of populations usually underrepresented. Offer scholarships specifically for people with disabilities.

Also ensure broader scholarships and fellowships are awarded to a diversity of applicants. Educate the scholarship review committee about these diversity expectations.

When sending out materials about broader scholarship or fellowships, point out to school administrators, overseas advisors, and employers that those with disabilities are encouraged to apply and will be accommodated. Until program recruiters inform them otherwise, some may never think to encourage people with disabilities to consider a prestigious opportunity.

5) Utilize Peer and Family Connections

Offer to put individuals with disabilities who are considering applying in contact with program alumni with disabilities. For young people with disabilities, their parents often play a larger role in their lives for a longer period of time. If your program materials or connections with alumni's parents can convince the parent that this is a worthwhile experience, you may have a better chance of the person with the disability participating in your program.

Make time to talk with the potential participant and their parent during the early phases of recruitment. When answers to questions about accessibility or safety in the United States are unknown, say, "I've

never been asked that question, but I am going to find out for you. I do know that students with all types of disabilities have participated in this program."

6) Promote Disability Inclusion as an Organizational Value

Convey the message that your organization values diversity and inclusion. Program administrators should foster a commitment to including people with disabilities at all levels of their organization, and should work with overseas partners and affiliated organizations to provide accessible program design and develop policies that support inclusion.

7) Budget for Reasonable Accommodations

Many organizations are concerned about the cost of making programs accessible to people with disabilities, so incorporating a "disability accommodation" line item into every project and administrative budget is the most reliable way to ensure that resources are there when needed (1-3% of program costs is usually adequate).

Also have outreach materials and applications ready (or know where you can get them) in accessible formats. People with disabilities may be more willing to apply if they know of an organization's commitment to support inclusive participation.

8) Train Staff and Volunteers

Ensure that disability-inclusive policies are communicated to all staff members and volunteers in an organization. Interaction with an unsupportive or uninformed staff member can negate otherwise positive recruitment efforts.

People who are involved in any aspect of promoting the organization's programs—whether answering phones, attending conferences, giving community presentations or other public relations activities—should be prepared to answer questions about the program's policy on including people with disabilities.

A positive attitude is perhaps the best recruitment tool an organization can have.

9) Provide Equal Access to the Screening and Selection Process

Most international programs use sophisticated techniques for screening applicants for eligibility based on qualifications. Programs need to be careful, for legal and ethical reasons, not to screen out qualified applicants because of their disabilities and perceived limitations.

The selection process must be accessible for students with disabilities and reasonable and appropriate accommodations must be provided to ensure that people with disabilities have fair and equal opportunities to demonstrate their qualifications.

It is appropriate to discuss what accommodations the individual might need to participate in the program only AFTER the participant has been accepted, for example, on a health form that is given to all accepted participants.

10) Diversify Staff and Volunteers

Create a position within the organization that focuses on increasing the diversity of staff, administrators, volunteers and program participants. Fill staff and volunteer positions with qualified individuals who add diversity. Staff members who have disabilities, like people from other minority backgrounds, can bring expertise and perspectives that increase an organization's capacity to be inclusive.

A person with a disability on a recruiting committee can provide excellent problem-solving insights and help identify other useful contacts.

Posted: June 21, 2019



POSITION ANNOUNCEMENT

TITLE: TEST RANGE GUNNER I

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$12.75 - \$15.90

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: July 1, 2019 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:

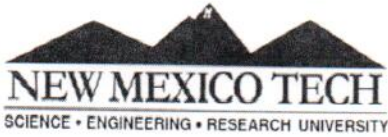
Coordinates and participates in activities engaged in the firing of various types of experimental gun systems, utilizing knowledge of operation, repair and maintenance of gun systems; handling and storage of artillery rounds.; special gunnery tools such as bore sighting equipment, gunner's quadrant, proficiency in range safety. Performs all duties in a safe and practical manner.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Military/ Civilian experience in the operation, maintenance and/or repair of military armament systems required. Knowledge of regulations that govern transporting, storing and accounting of explosives desired. Working knowledge of personal computer Microsoft Office and similar applications for Windows required. Ability to pass pre-employment drug test required. Ability to pass hazardous driver's physical examination required. A valid NM Driver's License required. Commercial Driver's License with hazardous materials endorsement to be obtained after employment required. This position requires a Department of Defense security clearance through secret to be obtained within reasonable time after employment. Must be able to obtain an Employee Possessor Clearance through Bureau of Alcohol, Tobacco, Firearms and Explosives required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 112, Socorro, NM 87801-4796

Posted: October 8, 2020



POSITION ANNOUNCEMENT

TITLE: ISS/ PEACE ENVIRONMENT COORDINATOR

DEPT: COMPLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$58,500-\$90,000

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:

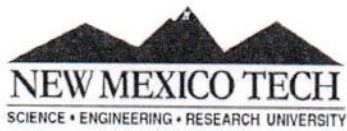
This is a technical specialist position (level to be determined based on experience) in the research compliance division. This position supports the PEACE project and more functional areas of industrial security and export control management programs for the University at the Playas Training and Research Center in Playas, NM. Assesses security threats to the University and implements appropriate strategies and countermeasures. Reviews and analyzes data and devises risk minimization programs. Participates in a campus-wide regulatory compliance program. May serve as the University's representative to community and government agencies for industrial security matters. Creates, develops, and delivers resources for security programs. Serves as Facility Security Officer (FSO) at Playas Site and may serve as Contractor Special Security Officer (CSSO) or assistant CSSO. Assist the PIs of the PEACE project by serving as PEACE environment coordinator at the Playas site.

REQUIRED QUALIFICATIONS:

Bachelor's degree required, in any area of study. Proficiency in the use of Microsoft Office required. Demonstrated experience using JPAS and eQIP desired. Experience with NISPOM desired. CSSO Certification desired. Current TS/SCI Security Clearance with Recent Polygraph desired. **Civilian/ Military experience** desired. US Citizenship required for security clearance. NM Driver's License required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 102, Socorro, NM 87801

Posted: July 15, 2019



POSITION ANNOUNCEMENT

TITLE: ORDNANCE TECHNICIAN II

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$24.00 - \$28.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: July 23, 2019* 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:

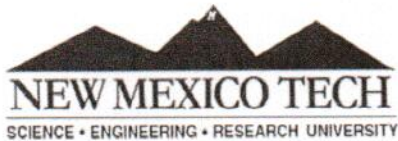
Plans, prepares, and conducts experimental explosives and gun tests. Transports explosives and specialized equipment to test sites. Accomplishes pre-operational briefs, test set up and pre-test system checks. Sets up explosives test articles according to written plans, ensures area is properly cleared, detonates test articles, clears test pad, and conducts site remediation. Consults with management on solution sets to misfires and/or unusual occurrences during tests. Conducts experimental gun tests. Builds customized rounds to meet pressure and velocity requirements. Conducts all capacities of a firing sequence; load gun, install initiator, connect firing circuit, retreat to designated safe area, ensure range is safe, fire gun when instructed, clear gun, and ensure test pad is safe for data collection. Operates wreckers, forklifts, and front end loaders to support storage and clean-up operations. Employs mechanical hand tools, power tools, and hoisting equipment to assist in the preparation of incoming and outgoing explosive shipments. Conducts magazine maintenance and reorganizes stores as directed. Assists with inventory control as directed. Employs heavy equipment and specialized tools while assisting with assemblage, repair, and maintenance on all EMRTC or customer owned gun systems. Attends safety meetings, training classes, and maintains required certifications and/or licenses. Acknowledges by sick/annual leave policies. Presents a positive, professional attitude while communicating with all levels of EMRTC personnel and customers. Abides by New Mexico Tech/EMRTC safety policies, Standard Operating Procedures (SOPs), security policies, etc. Under the direct supervision of qualified technicians, may be required to assist: instrumentation, mechanics, field operations, or machine shop tasks.

REQUIRED QUALIFICATIONS:

High school (or GED) required. Spelling, grammar, basic composition and math required. A minimum of one year as an Ordnance Technician I or previous work experience at an explosive RDT&E facility required. Working knowledge of data entry into Microsoft and Windows software applications required. Experience with maintenance and firing of large (105 mm and above) caliber guns required. Must have a valid and current New Mexico Commercial Driver's License with HazMat Endorsement required; Class A desired, Class C required. Graduate of Naval School, Explosive Ordnance Disposal (EOD) with no less than eight years recent EOD and explosive RDT&E experience combined. Department of Defense security clearance through "Secret" required. Bureau of Alcohol Tobacco and Firearm background check (Subject to the Lautenberg Amendment to the Gun Control Act of 1968) required. Must be able to obtain internal certifications to operate heavy machinery to include: forklifts, front end loaders, wreckers and back hoes. Ability to pass pre-employment drug test.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 127, Socorro, NM 87801-4796

Posted: August 27, 2020



INTERNAL DEPARTMENTAL POSITION ANNOUNCEMENT

TITLE: PRTC INSTRUMENTATION & CONTROLS SPECIALIST

DEPT: OFFICE OF RESEARCH

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$91,000

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: (5 Day Posting) 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:

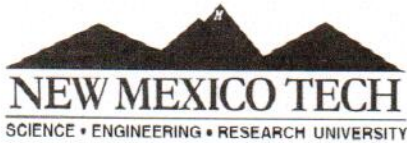
Leads, oversees, and carries out a broad variety of technical tasks including installation, repair, maintenance, troubleshooting, planning, modification, Design, installation and calibration of instrumentation, to include SCADA controls and electrical systems, computer networking applications, optical fiber applications, radio equipment, IT equipment, and photographic equipment, which may be centralized and/or deployed over long distances; Oversees and maintains a spare parts inventory sufficient to support continuous instrumentation and controls operations; Trains staff in the operation and maintenance of electrical and electronic instrumentation and other equipment; Skilled in graphic design and photo/video editing; Produce images, maps, schematics and other graphic systems representations; Assist with development of SOP's and other controlling documents; Perform routine maintenance and repairs on small unmanned aircraft systems (sUAS) and related equipment; Perform all of the foregoing functions in a remote, austere environment. Provides assistance and support to the Facility Security Officer (FSO) with daily security activities and enforcement of government and university security policies; performs access control responsibilities including managing badges, access cards and visit requests; participate in the development and execution of security staff education programs; create and update security plans, procedures, and instructions, maintain working relationships with government agencies and clients; must be able to respond to alarms and security breach incidents. Other duties as assigned.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math supplemented by college-level course work in electronics or a related field and other applicable technical trainings. Advanced computer skills, Microsoft Office Suite required. Operational characteristics of instrumentation and electrical equipment and components required. Advanced methods, techniques, materials, equipment, and tools used in installing electrical wiring, fiber optic cable, control devices, and related equipment required. Advanced operational characteristics of Local Area Network, and SCADA systems required. Standard terms, practices, procedures, methods, and mathematics used in the instrumentation and electrical trades required. Advanced principles of pneumatic controls and devices, telemetry and electronic installation, maintenance, operation, testing repair required. Preventative maintenance practices applicable to electrical and instrumentation systems required. Telecommunication operating systems and equipment required. Splicing and Termination of Fiber Optics required. Operate programmers, calibrators, measuring/testing devices, hand tools, and equipment of the trade required. Estimate time, cost and labor estimates required. Competence with image and video editing software required. Ability to establish and maintain productive, effective working relationships required. Military/ Civilian experience desired. Thorough understanding of NISPOM and other security related requirements required. Principles of supervision and training required. Respond to emergency call-outs on nights, weekends and holidays required. A valid NM Driver's License with Class A Endorsement required. Fiber Optic Technician Certification required. High Voltage Certification Heavy Equipment certification required. Drone Maintainer Certificate required. Top Secret Security Clearance required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 095, Socorro, NM 87801

Posted: September 11, 2020



POSITION ANNOUNCEMENT

TITLE: INDUSTRIAL SECURITY SPECIALIST II/ SITE SECURITY MANAGER
DEPT: RESEARCH COMPLIANCE

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$71,500-\$77,500

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: (7 Days on Campus) 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:

This is a transitional level technical specialist position in a research compliance division, and supports one or more functional areas of industrial security and export control management programs for the University. Serves as the Site Security Manager for facility construction. Assesses security threats to the University and implements appropriate strategies and counter measures. Reviews and analyzes data and devises risk minimization programs. Participates in a campus-wide regulatory compliance program. May serve as the University's representative to community and government agencies for industrial security matters. Creates, develops and delivers resources for security programs. May serve as Facility Security Officer (FSO), assistant FSO, Contractor Special Security Officer (CSSO) or assistant CSSO. This position will also serve as the coordinator supporting contract activities related to IW at Centre.

REQUIRED QUALIFICATIONS:

Bachelor's degree required. Five (5) year's direct experience required. Experience in higher education desired. Demonstrated experience using JPAS and eQIP required. Military/ Civilian experience desired. Proficiency in the use of MS Office required. Experience with NISPOM required. CSSO certification desired. Current/ eligible TS/ SCI Security Clearance required. A valid NM Driver's License required.

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