

Posted: April 18, 2023



POSITION ANNOUNCEMENT

TITLE: BUSINESS ADMINISTRATIVE SPECIALIST (2) **DEPT:** EMRTC

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

STARTING RATE or SALARY RANGE \$36,400-\$40,040

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: April 26, 2023* 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:

Provide support and guidance to management and staff and process work regarding pre-award activities for contracts, proposals and unfunded agreements; while at times recognizing and mitigating risk to the university. This includes, but not limited to, the reviewing and submitting of proposals and ROMs, fund setups, budget revisions and reporting as needed. Ensure that all proposal requirements are met prior to submission.

JOB FUNCTIONS:

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| Contract Administration | 10% |
| -Assist in preparation of internal and external reports as needed or required | |
| -Maintain proposal/contract logs | 40% |
| -Compliance review | 40% |
| -Review and submit ROMs and proposals to SPA and external agencies | 40% |
| -Collaborate and work closely with PI, SPA and Campus | 40% |
| -Setup of internal and external projects | 10% |
| -Fund and activity code setups | 10% |
| -Review and prepare Budget Revision | 25% |
| -Review external customer POs to ensure that the data matches the submitted proposals | 25% |
| -Attend weekly Scheduling meetings with PIs | 5% |
| -Process organizational application for enrollment within various consortiums and governmental venues | 5% |
| -Assist in setting up and monitoring short courses | 10% |
| -Prepare proposals for IPAs | 10% |

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school- Finance, accounting, general business, contracts, procurement. Six (6) plus hours of both Accounting and Business Law. Must be able to use professional judgment and discretion in dealing with external agencies. Must have computer experience including spreadsheet and word processing applications. Must be able to work independently on assignment of standard difficulty. Must be able to read and interpret complex materials such as regulations, legal interpretations and audit reports and documentation of internal control systems. Must have strong oral and written communication skills. Must be able to use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees. Ability to work and adapt under a highly regulated and constantly changing environment.

DESIRED QUALIFICATIONS:

Demonstrated knowledge of federal and/or non-federal contract administration. Knowledge of accounting principles, practices and procedures. Knowledge of contract management, grants administration and/or audit of sponsored programs. Working knowledge of CFR 200 Uniform Guidance.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 3%	Sitting 80%	Walking 15%	Pulling
Pushing	Lifting 2%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu