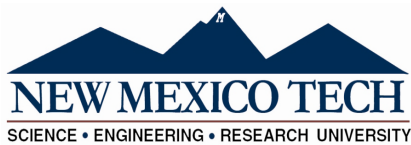


Posted: September 16, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: EARTH & ENVIRONMENTAL SCIENCE

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$15.00 - \$17.00

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 POSTING THROUGH: 09/26/2025*

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:

This position serves as a general administrative support for the Earth and Environmental Science (EES) department and for the Hantush-Deju hydrology center (HDHC) and involves bookkeeping, managing paperwork, scheduling, and assisting faculty, students, and staff associated with the academic and research departments. The position also entails handling various clerical duties to ensure the smooth operation of the office and to meet the needs of our academic and research community, including contributing to the organization of in person and virtual events, and updating online material such as webpages. This position will also serve as a point of contact for visitors and callers at the EES main office and at the Hantush-Deju hydrology center. .

JOBS FUNCTIONS:

Purchasing Responsibilities: Reconcile invoices and ensure timely payments, either through direct payment or purchase orders. Place orders using purchase orders or direct payments. Maintain a log to track direct payments and purchase orders Monitor orders and inform the property team to tag purchases as necessary.

Budgets: Report to the EES Department Chair and to the HDHC Director on budgets, balances, and expenses. Assist the EES Department Chair and HDHC director with the HDHC, EES, department, scholarship, alumni, and service center budgets. Support EES Department faculty and HDHC center affiliates with their monthly detail sheets reconciliation and processing of credit cards. Employees: fill Employee EPAFS. Coordinates recruitment events, workshops and seminars (may include virtual events).
Service Center - Oversee the budget for service centers in EES departments and labs, and HDHC activities

Payroll - Time approval, PJV's, Work with Graduate office and Payroll/Financial aid

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 5 to 7 years of office experience, including greeting visitors, answering phones, and responding to emails.

Microsoft Office Suite and Google Workspace. Accounting and Bookkeeping. Excellent Communication Skills both Written and spoken. Ability to Independently Resolve Issues associated with Managing an academic and research department. The ability to handle personnel issues in an unbiased and discreet manner.

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 20%	Sitting 55%	Walking 10%	Pulling 1%
Pushing 1%	Lifting 4%	Stooping 1%	Kneeling 1%
Crawling 1%	Climbing 1%	Reaching 5%	Other %

Apply to: nmtjobapps@npe.nmt.edu