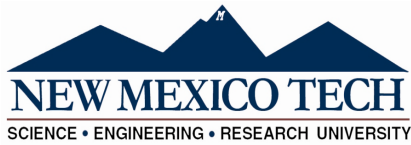


Posted: August 26, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I DEPT: RECREATION AND WELL BEING

REG ☒ **TEMP** ☐ **FULL TIME** ☒ **PART TIME** ☐

STARTING RATE or SALARY RANGE \$15.00 - \$16.50

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: 09/04/2025*

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:

Under the direction of the Assistant Director; Associate Director; or Director of Recreation and Well-Being, the Administrative Secretary I provides essential administrative support to the Recreation and Well-Being Center. This position is responsible for managing front office operations, maintaining departmental records, processing financial and purchasing documents, coordinating communications, and assisting with scheduling and event logistics. The administrative Secretary I serves as a key point of contact for students, staff, and the public, ensuring efficient day-to-day operations and contributing to the overall success of the departmental programs.

JOB FUNCTIONS:

Provide courteous and knowledgeable assistances, to students, faculty, staff, and campus visitors regarding gym-related inquires; manage departmental phone and email communications; oversee office supply inventory and ensure proper maintenance of departmental equipment. Maintain accurate and confidential department records including gym memberships, locker rentals, and equipment checkouts, inventory lists, cash deposits logs, and incident and accident reports. Coordinate and manage facility reservations by maintaining an up-to-date gym calendar, ensuring alignment with the sport club practices. community education classes, intramural sports, summer programs, and other campus related activities being held in the gym. Support departmental events and functions by creating promotional materials (e.g., flyers), posting announcements on TechConnect, social media, platforms, and campus-wide bulletin boards. Maintain the department's vehicle rental calendar; assist with the preparation and processing of Direct Payments , Requisitions, and Purchase Orders, and Facilities Management Work Orders under the supervision of the department manager; prepare and process internal Journal vouchers (JV's) as needed . Generate and distribute Argos Reports, ensuring the signed copies are submitted to the Business Office in a timely manner. Track and reconcile Procurement card purchases monthly ensuring compliance with university financial policies and procedures. Serve as a proxy for approving student worker timesheets. Maintain a comprehensive vendor database for equipment and maintain needs related to the weight room, gymnasium flooring, athletic field, and multipurpose courts. Perform other duties as assigned in support of department goals and operations

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 3 Years total working experience, secretarial, clerical or other experience directly related to duties R Basic level of knowledge of MS office Suite, especially Word and Excel. Be comfortable using Gmail, Google Sheets, Google Docs, Google Calendar, and Google Contacts. Ability to accomplish task and meet deadlines despite interruptions. Knowledge of basic accounting and bookkeeping principles.

DESIRED QUALIFICATIONS:

Knowledge of Banner, BanWeb, and Argos. CPR and First Aid Certification.

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 40%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping	Kneeling 5%
Crawling	Climbing	Reaching 5%	Other 5%

Apply to: nmtjobapps@npe.nmt.edu