POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR

DEPT: PRRC

REG ✓ TEMP □ FULL TIME ✓ PART TIME □

STARTING RATE or SALARY RANGE: $12.75-$15.90 (- $17.10 with Associate's Degree plus 7 years related experience)

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 9, 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:
This position will provide extensive administrative support to the Director, staff and students within the PRR Division. Responsible for various clerical and routine administrative duties. Prepares, reviews and maintains documents, files, and records or various accounting requirements and processes while ensuring that all necessary documentation is obtained in accordance with NMT Policy as well as State and Federal regulations. Handles purchasing for the Division, responsible for supplies and equipment ordering and requisitions. Approves and ensures timely processing of payment transactions. Prepares, manages and maintains all travels for PRRC staff and students, and ensures NMT's travel policies are followed. Assists in monitoring costs and preparing reports. Initiates PAFs, graduate contracts and manages student records. Prepares and distributes memos and other correspondence such as Personnel Activity Reports (PAF). Responsible for answering inquiries regarding the division via phone calls. Arranges and organizes events and conferences as needed. Conducts and assists in department annual inventory. Communicates with other NMT departments and outside organizations, as well as serving as the point of contact for department visitors.

REQUIRED QUALIFICATIONS:
High School (or GED) level ability in spelling, grammar, basic composition and math. 5+ Years progressive experience or equivalents required. Associate’s Degree Preferred, plus 7 years progressive experience. Knowledge of various computer programs (especially Word and Excel) and strong interpersonal and organizational skills required. Ability to prioritize and accomplish tasks and meet deadlines despite interruptions required. Experience with insurance procedures and policies, accounting experience desired. Knowledge of NMT policies, procedures and Banner/ Banweb/ Argos systems preferred.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 119, Socorro, NM 87801-4796