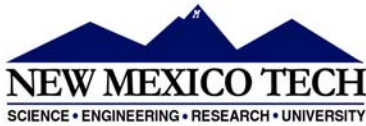


Posted: April 23, 2019



RE-OPEN 4/23/19
POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: CENTER FOR TECHNOLOGY & COMMERCIALIZATION/ MANAGEMENT DEPT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$9.50-\$12.00

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: 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:

Provide administrative support to the management department chair and Executive Director of Center for Technology & Commercialization. Process incoming and outgoing budget, travel, payroll, and other requests; maintain department files; conduct annual inventory; answer telephone and greet students and visitors to the department. Provide support over department technology. Manage the NMT Inventors and Entrepreneurs Workshop, interactions with faculty and industrial entities, and other duties as assigned. Help track patent development, including tracking dates and billings from law firms. This position serves part time in 2 different departments.

REQUIRED QUALIFICATIONS:

High school or GED level ability in spelling, grammar, basic composition and math required. Knowledge of website administration and development required. Brochure design and development desired. Social media knowledge and skills desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 001, Socorro, NM 87801-4796