POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I
DEPT: EARTH & ENVIRONMENTAL ENGINEERING

REG ☑ TEMP ☐ FULL TIME ☐ PART TIME ☑

STARTING RATE or SALARY RANGE $10.75
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: August 21, 2018*
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:
Responsible for reception area at front desk in main office suite of Earth & Environmental Science Department; a variety of administrative, bookkeeping, clerical tasks and other functions to support faculty, students and staff associated with an academic and research department.

REQUIRED QUALIFICATIONS:
Must be able to read and comprehend instruction, write information and complete simple forms. High school or GED level ability in spelling, grammar, basic composition and math required. 3 years of applicable education or experience. Secretarial skills required. Knowledge of Microsoft programs; excel, Word. Communication skills, oral and written required. Basic bookkeeping skills required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 102, Socorro, NM 87801-4796