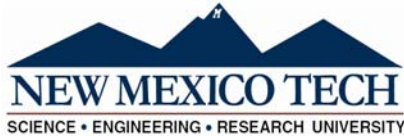


Posted: November 25, 2020



## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SECRETARY II

**DEPT:** EARTH & ENVIRONMENTAL ENGINEERING

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$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:** December 7, 2020\* 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:**

Manage the office of the EES department, to support academics and research activities of faculty and student. Principal assistant to the department chair.

### **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. Associates degree or completion of program of 18+ months after high school OR 5-7 years applicable experience and/or education pertaining to required duties. Microsoft office required. Accounting/ Booking required. Excellent communication skills, oral and written required. Ability to independently resolve issues associated with managing an academic and research department required. Ability to address personnel issues, unbiased and discreetly required. A valid NM Driver's License and ability to obtain Defensive Driving course.

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