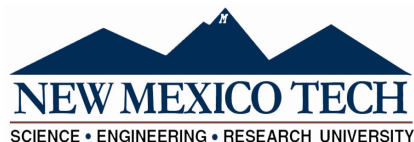


Posted: December 12, 2022



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II **DEPT:** MARKETING & COMMUNICATIONS

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: December 21, 2022* 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:

The Marketing and Communications Office Administrative Assistant will be the front-facing representative of the M&C office and will serve as the initial point of contact with the campus community, media outlets, and marketing partners. This person is responsible for managing office finances, including purchasing orders, requisitions, PO balance tracking, interdepartmental invoicing, ordering, etc.

In addition to budget management, the person in this position will manage travel, scheduling, and serve as an assistant logistical coordinator for day-to-day operations in the department.

The successful applicant bring exceptional organizational and administrative skills to the job.

JOB FUNCTIONS:

Process purchase order and direct purchase office payments.	20%
Enter and manage website calendar events.	20%
Track purchase order balances and expiration dates.	10%
Maintain up to date fund certifications.	5%
Facilitate interdepartmental invoicing.	5%
Purchase-card sign-off/allocation management.	10%
Manage office/director's calendar, to-do list, schedule travel and meetings as needed.	30%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Five (5) years of demonstrated progressive experience as an administrative assistant or comparable role. Microsoft Office and/or Google Office proficiency. Ability to prioritize tasks, manage time well and interpret rules and regulations from written documents (and/or identify and seek clarification from appropriate sources of support when needed).

DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school. Associate's degree or completion of program 18+ months after high school.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 15%	Sitting 55%	Walking 20%	Pulling 1%
Pushing 1%	Lifting 6%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu