

Posted: September 27, 2022



Re- Open 9/27/22

## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SECRETARY II

**DEPT:** REGISTRAR

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$16.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

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:** July 12, 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 DUTIES:

Provides administrative support for the Office of the Registrar. Assist students, faculty, and staff with Registrar-related functions. Greets and assist customers, answers phones and responds to email. Process transcript requests and enrollment certifications. Perform clerical duties (copying, filing, word processing, data entry, etc.). Maintain office equipment and supplies. Assist with records maintenance (auditing files, scanning, indexing, etc.). Other duties as assigned.

### REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Must have 5 years' clerical experience OR an Associate's Degree. Must have excellent customer service and interpersonal skills. Must have excellent communication skills. Basic computer skills including Windows, Microsoft Word, and Microsoft Excel required. Knowledge of standard office equipment (printer, scanner, fax, copier, etc.) required. Must have ability to prioritize tasks and manage time well. Ability to interpret rules and regulations from written documents required. Ability to meet deadlines and accomplish tasks despite interruptions required. Knowledge of Banner, BanWeb, and BDMS desired. FERPA training desired.