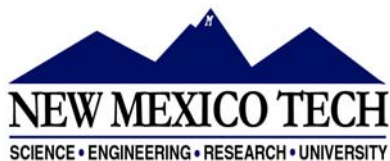


Posted: December 19, 2017



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATION SPECIALIST

DEPT: TECH TRANSFER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$13.75 - \$18.00

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:

Coordinates, oversees, and/or performs a wide variety of administrative, secretarial, and program support activities on behalf of the Technology Transfer Collaborative Executive Director. Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Coordinates the provision of office and staff support services to the office, and oversees and/or participates in the coordination, supervision, and completion of special projects and/or events. Designs, establishes, and oversees the integrated logistical and administrative support needs of multiple, complex, and widely distributed educational events, conferences, and/or other events. Assesses program goals, estimates facility, equipment, logistical, and catering requirements, develops program budgets, and administers service contracts. May serve on a variety of committees in a support capacity.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school in any area of study. 5-7 years' progressive experience required. Strategic, integrated decision making in the logistical planning of multiple, complex meetings, conference, and/or other events required. Knowledge of supplies, equipment, and/or services ordering and inventory control required. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community required. Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise required. Records maintenance skills required. Information research skills desired. Database management skills desired. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections desired. Word processing and/ or data entry skills required. Knowledge of office management principles and procedures required. Ability to create, compose, and edit written materials desired. Ability to make administrative and procedural decisions and judgements on sensitive, confidential issues required. Knowledge of finance, accounting, budgeting, and cost control procedures required. Organizing and coordinating skills required. Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments desired. This position is based in Albuquerque, NM on Kirtland Air Force Base.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 193, Socorro, NM 87801-4796