Posted: **April 18, 2019**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST **DEPT:** ADMISSION

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:** April 29, 2019* 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:

Assist with managing student SLATE and Banner database from time of inquiry to enrollment. Maintains and updates computer database for undergraduate applications to New Mexico Tech. Assists with any/all additions/ upgrades of SCT's Banner and SLATE student databases system for the Admission office. Logistical planning support with any/all Admission office programs such as, but limited to MESA day visit, Orientation- Registration, Annual Letter Campaign, etc. Retrieve multiple reports from SLATE and Banner to assist with all recruitment efforts. Processes all paperwork related to undergraduate new student admission. Assist with Admission office staff with any/all programs. Meet/greets public including campus visitors, emails, phone calls, letters, etc. Under general supervision, provide support for all outreach open houses and programs, including but no limited to Exploration day, Research @ Tech Day, Counselor Day, and all Admission recruitment STEM outreach programs.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Formal diploma/ certificate/ degree program of 18+ months after high school in any area of study. 5 years' progressive experience required. Knowledge of SCT's Banner and SLATE student database preferred. Computer skills including Microsoft Word, Excel, and PowerPoint required. Communications skills both verbal and written required. Proven organizational, planning, analytical, and problem solving skills required. Able to handle multiple tasks, despite frequent interruptions and meet strict deadlines required.