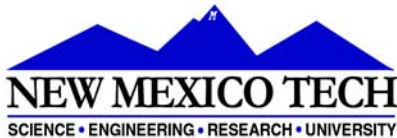


Posted: October 1, 2018



POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST

DEPT: PRESIDENT'S OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$15.00

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:

Prepare travel requests and reimbursements forms. Greet and assist visitors, students, faculty and staff. Maintain polite and professional appearance and communication via phone, email and in person. Originate requisitions and process direct payments and invoices. File maintenance; generate reports and presentations, re order supplies. Assist in organization of Board of Regents meetings and other NMTY events/ Assist in the maintenance of the Presidents' calendar. This position will primarily support the Office of the President in admin support as well as Student University & Relations and Administration & Finance as needed.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Excellent written and verbal communication skills required. Proficient in Microsoft Office Suite required. Excellent organizational skills with ability to multi task required. Must have 3 to 5 years of progressive administrative experiences required. Excellent time management skills and ability to prioritize work required. Working knowledge of general office equipment.