

Posted: September 12, 2023



POSITION ANNOUNCEMENT

TITLE: REPORT WRITER/ TRAINER

DEPT: ITC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$48,600-\$58,893

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: 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:

Under general supervisor, creates, and modifies reports for the NMT Banner system and any auxiliary system as needed. Be the subject matter expert for Argos as well as training for Argos/ SQL.

JOB FUNCTIONS:

Create new reports, convert existing reports to Argos, troubleshoot and resolve problems and make modifications to existing reports. 65%

Create Views and Functions needed for reporting. 10%

Design lesson plans for faculty/staff/student employees based on the needs of the department and individuals, and hold Argos and SQL instruction sessions as needed. 15%

Verify the continued functionality of existing reports in relation to software upgrades. 5%

Organize and manage the report libraries. 5%

Perform other job-related duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Associates degree required, area of study Information Technology or related discipline or at least 2 years of directly related job experience. Two years' experience using Microsoft Access or similar database software or report generation tools using higher level functions, including, but not limited to, crosstab queries, multiple subqueries, extensive use of aggregate functions, left/right outer joins and report writing. One year experience using the higher levels of Microsoft Excel. One year experience using Microsoft Word, must have good typing skills. Strong oral and written communication skills - must be able to communicate technical concepts to non-technical staff. Ability to work either independently or as part of a team. Ability to train people in a classroom setting. Ability to work under time constraints, must be a self-starter and work with minimal supervision, ability to work to a high level of precision and function under time pressure and deadlines. Ability to learn to write functions to use within the Argos reporting tool. Understanding of and ability to create queries using standard SQL. Must pass a criminal background check. Must have a valid New Mexico driver's license.

DESIRED QUALIFICATIONS:

Bachelor's Degree in Information Technology or related discipline. Knowledge of Banner table structures, six (6) credit hours in accounting from an accredited college/university or four years working in an accounting position, experience writing reports using MS/Access, and experience with the Argos reporting platform.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 85%	Walking 5%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 000, Socorro, NM 87801