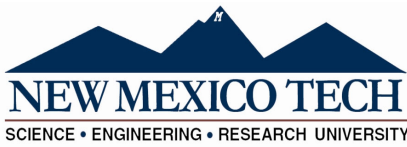


Posted: April 18, 2024



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: MASTER OF SCIENCE FOR TEACHERS (MST)

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00-\$17.00

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: April 26, 2024*

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 SUMMARY:

Assist teacher education programs, STEM Education Center personnel and students by performing numerous administrative tasks-correspondence; purchases; record keeping and filing; scheduling meetings; proctoring tests; arranging travel, completing travel forms; running numerous Banner/Argos reports; maintaining numerous data files; applying and managing student scholarships and instructor pay; acting as courier as requested; assist with reporting, media and social media; schedule, planning and help coordinating student recruitment events. Help reporting to state and federal entities.

JOBS FUNCTIONS:

Prepare required reports, proposals, instructors and class evaluations, summaries for all team personnel; Maintain program website and canvas based courses; input instructor pay, input student scholarships; administer test and placement exams and report for scholarship sources. 50%

Help with recruitment activities, contact with teachers and administration in schools, travel support, and campus activities. 15%

Order supplies, verify billing, receiving, process reimbursements, travel forms, schedule meetings, assist with reporting, media and social media. 15%

Other duties as assigned. 20%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Three (3) years related progressive work experience. Microsoft Office & Google Products. Communications skills.

DESIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school. Banner forms, Argos reports, canvas. Analytical Ability. Problem Solving. Interpersonal Skills.

LIFTING REQUIREMENTS:

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

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O

50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu