

Posted: December 9, 2021



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$12.00-\$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.

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: December 17, 2021* 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:

Performs various duties including but not limited to reconciliation of department credit cards and accounting transactions, submission of requisitions for processing. Maintains work schedule for all EMRTC testing. Serves as alternate Visitor Control Clerk. Will assist with Payroll, purchasing, travel and other financial processes. Performs other administrative duties as needed.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Three (3) years' secretarial experience and the ability to deal pleasantly, professionally and tactfully with others required. Good communication skills required. Proficiency in word processing, e-mail and internet required. Experience with badge systems desired. A valid NM Driver's License required. This position requires the ability to obtain a Department of Defense security clearance through Secret within a reasonable time after employment. Must be fully vaccinated for COVID-19.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 228, Socorro, NM 87801