Posted: May 23, 2022

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SPECIALIST **DEPT:** CYBER SECURITY CENTER

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $33,000-$35,000
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: May 31, 2022* 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:

Serves as the general point of contact and administrative specialist for the NMCCoE under the supervision of the Director. Responsibilities include: mail, phone, in-person interactions, social media, website, budget reconciliations, certifications, meeting and appointment organization/coordination, student/staff employment processing, taking/distributing meeting minutes, ordering/inventory including property, travel (arrangements through reimbursements), maintain and track and report on student academic progress. These duties include everything for timely and efficient office operations including initiating modifications to processes, getting approval for changes, implementing and maintaining processes, completing paperwork, documentation, sharing information (with authorization only), and maintaining records.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition, and math required. Formal diploma/certificate/degree program of 6-18 months after high school desired. Read and comprehend instructions, write information, and complete forms. Five (5) years related experience; Microsoft Suite experience required. Knowledge of accounting/budgeting procedures preferred. Skill in the use of personal computers, web sites, email, word-processors, and spreadsheets required. Ability to organize, plan and successfully complete tasks required. Ability to communicate effectively in written and spoken English required. Ability to independently solve problems required. Ability to develop and maintain good working relationships required. Basic knowledge of cybersecurity desired. Skill in the use of databases, Argos, Banweb desired. Knowledge of New Mexico Tech's policies and procedures desired. Bachelor's degree with some courses or experience in cybersecurity desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 089, Socorro, NM 87801