

Posted: April 20, 2021



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT

DEPT: STUDENT LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$47,840-\$56,150

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 28, 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:

Responsible for complex administrative duties in support of the Vice President's office. Duties includes overall management of the office; draft correspondence, maintain filing system financial/ budget preparation, scheduling appointments and events, travel plans and inter/intra office coordination. Works closely with the Assistant Vice President for SL and their Administrative Assistant/ Student Conduct Coordinator. Also, assists with support of the Dean of Students as needed.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Associate's Degree in any area of study or completion of program of 50 of college credits. 5-7 years' of administrative/ clerical experience required. Excellent Banner or similar system and Microsoft suite skills required. Excellent customer services required. Good organizational skills required. Ability to multi-task. Ability to maintain confidentiality of information required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 053, Socorro, NM 87801