

Posted: May 26, 2021



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR

DEPT: CLASS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$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: June 4, 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:

Assist members of the current Department of Education Title V grant titled, "Advancing the Teaching and Training of Hispanic Educator in STEM in New Mexico" (AT-THE-STEM-NM). Responsibilities include working to support the personnel and student t of our Education programs, copying, correspondence, purchases, record keeping and filing, arranging meetings, giving test, arranging travel, maintaining numerous data files, running reports, and acting as a courier.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Bachelor's degree preferred in any are of study. 2-3 years' administrative experience. Microsoft Office products including Word and Excel required. Google Suite and Gmail required. Canvas or similar learning management system desired. Banner desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 070, Socorro, NM 87801