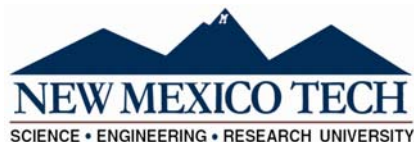


Posted: May 26, 2020



REVISED 5/26/20
POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR

DEPT: CAMPUS POLICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$11.00-\$13.10

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: Concurrent* 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:

Under supervision of the Chief Police of designee, this employee will perform a full range of administrative and clerical tasks designed to ensure the smooth and efficient operation of the department. The primary tasks of the Administrative Coordinator shall include developing and implementing effective office procedures, responding to public inquiries, maintain law enforcement records, prepare and enter weekly, monthly, and yearly reports to include FBI uniform Crime Reports and Clery data, maintain an accurate department calendar, type department correspondence, monitor grants and perform other duties as assigned. The employee must be self-motivated, properly prioritize projects, work in an unsupervised environment, and maintain strict confidentiality.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms required. High school (or GED) level ability in spelling, grammar, basic composition and math required. 5 years' experience required, (2 years of education in any field plus 2 years of experience in lieu of 5 years' experience requirement). Effective written and verbal communication skills required. Problem solving skills required. Knowledge of modern office systems required. Skills with typical office equipment and computers including software applications such as Microsoft Office, Internet browsers, Webpages development software required. Ability to work independently and as a member of a team required. Respect for diversity required. Positive attitude and willingness to help others required.