Posted: **March 3, 2022**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR **DEPT:** REGISTRAR

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

STARTING RATE or SALARY RANGE $31,200

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: March 11, 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:

This position will provide administrative and operational support for the Office of the Registrar and oversee the Registrar main lobby. Assist Students, faculty, and staff with Registrar-related functions. Respond promptly and with courtesy to inquiries and requests to the Office of the Registrar. Greet and assist customers, answer phones, and respond to emails. Performs clerical duties (copying, filing, data entry, etc.) Oversee the Parchment system for transcripts, diplomas, and verifications. Oversee student employee's job duties and scheduling. Assist with record maintenance (auditing files, scanning, etc.) Assist students with registration. Maintain office equipment and supplies. Assist with commencement and orientation. Other duties as assigned.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Five (5) years' clerical experience required. Excellent customer service, communications, and interpersonal skills required. Knowledge of standard office equipment (printer, fax, copier, etc.) required. Basic computer skills including Windows, Microsoft Word and Excel, and Google office required. Ability to prioritize tasks and manage time well required. Ability to interpret rules and regulations from written documents required. Knowledge of Banner, Argos, Degreeworks and Parchment desired. FERPA training desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 031, Socorro, NM 87801