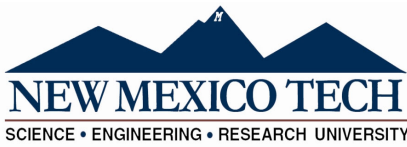


Posted: March 26, 2024



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: CHEMICAL ENGINEERING

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00-\$17.50

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 4, 2024* 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 SUMMARY:

Administrative and secretarial responsibilities for chemical engineering.

JOB FUNCTIONS:

Office Management	25%
Form processing	25%
Department record keeping	25%
Liaison with Tech administration and services (purchasing, travel, etc.)	25%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Three (3) years progressive experience. Proficient use of personal computer and up-to-date programs. Excellent grammar and composition skills. Accounting/Bookkeeping skills. Public relations and communication skills. Professional office management skills.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 25%	Sitting 50%	Walking 25%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu