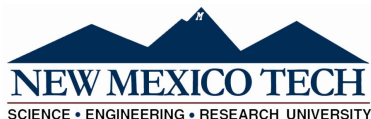


Posted: July 16, 2024



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: CHEMISTRY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00-\$17.00

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: July 24, 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 in the Chemistry Department. Support students, faculty, staff, and visitors in the Chemistry department and serve as a department liaison to the rest of the campus community. Working well with students and faculty is required.

JOBS FUNCTIONS:

Office Management including basic management (collecting and distributing mail in the department, ordering supplies and paying invoices promptly, answering email, phone, and in-person inquiries, performing monthly budget reconciliations, putting in work orders, etc.), travel, graduate contracts, and working with vendors. 30%
Department record keeping, including budgets and expense reports, updating graduate student files, student employees, awards. 15%

Organizing department events including graduate and undergraduate recruiting, Chemistry day, end-of-the-year awards, and other departmental social and fundraising activities. 15%

Liaison with NMT administration and services (including but not limited to purchasing, travel, facilities, grad office, AA). 20%

Communication about department activities via email, website, social media. 10%

Other duties as assigned. 10%

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 of administrative or relevant secretarial experience. Proficient use of personal computer and office software (Google suites, word, excel). Excellent grammar and composition skills, written and verbal. Excellent Public and University relations, customer service, and communication skills: ability to communicate in person, via email, telephone, and Zoom. Willingness and ability to help maintain a positive work environment. Professional office management skills. Ability to work independently and in a group environment.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 50%	Walking 25%	Pulling
Pushing	Lifting	Stooping	Kneeling 2%
Crawling	Climbing	Reaching 3%	Other

Apply to: nmtjobapps@npe.nmt.edu