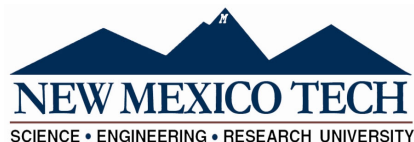


Posted: October 11, 2022



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: EARTH & ENVIRONMENTAL SCIENCE

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: October 19, 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 SUMMARY:

Under general supervision of the Department Chair this position will be responsible for keeping up with day-to-day office duties. These duties include collecting and distributing mail in the department, ordering supplies, paying invoices in a timely manner, printing and distributing monthly budget certifications, answering email, phone and in person inquiries, perform monthly budget reconciliations, lead/ co-lead department social events and meetings. Other similar duties as assigned. All Administrative Secretaries and Department Specialist should be able to work under general supervision to perform the varied clerical duties associated with the position and the department. This includes, but not limited to greeting customers, working with other departments on campus, entering work orders, maintain department files, etc. Also, they should be able to have professional correspondence, phone etiquette, and work well with students and faculty.

JOB FUNCTIONS:

Office Operations 15%
Graduate Student Support: 8%
Travel: Assist with travel forms for the department 8%
Service Center Manager for Vehicle and Copier 9%
Special Events: assist and organize departmental events 3%
Purchasing: Prepare PO's and DPS 2%
Department Meetings: Attend and take minutes 5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 month after high school. 3 years education or experience in clerical area. Secretarial Skills. Knowledge of Microsoft Programs: Word, Excel, Powepoint. Communication skills, oral and written. Basic bookkeeping skills.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|-------------|-------------|
| Standing 25% | Sitting 25% | Walking 25% | Pulling 2% |
| Pushing 3% | Lifting 7% | Stooping 2% | Kneeling 2% |
| Crawling 1% | Climbing 2% | Reaching 6% | Other |

Apply to: nmtjobapps@npe.nmt.edu