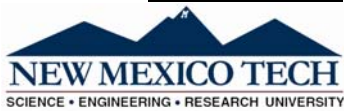


Posted: October 2, 2019



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II

DEPT: MACEY/ FIDEL CENTER

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE: \$10.25-\$12.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** October 10, 2019*

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:

To provide administrative support for the Director, Assistant Director and Theatre Manager of Macey-Fidel Centers. Individual will coordinate effective and efficient communication within the group. Greets visitors, answers phones, sells artwork and/or PAS performance tickets, schedules events on electronic calendar, sends out contracts/ estimates to coordinators, processes payments and receivables, maintains a variety of log books, schedules use of delivery vehicles and orders supplies when needed. This position will also assist with the basic duties of event set up, event strike and may fill the role of Macey/Fidel point of contact. Additional duties will be carried out as assigned. Typical schedule for this position will be 8:00 a.m. to 5:00 p.m. Monday through Friday but individual must be able and willing to work evening and weekends as required by event schedule.

REQUIRED QUALIFICATIONS:

High school or GED level ability in spelling, grammar, basic composition and math required. Five (5) years' progressive experience required. Accounting experience desired. Excel, PowerPoint, Word required. Photoshop or equivalent desired. Excellent problem solving skills required. General office management skills required. NM Driver's License required. Ability to obtain a Defensive Driving certificate.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 176, Socorro, NM 87801-4796