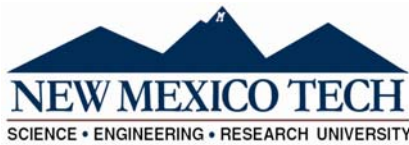


**Posted:** November 30, 2021



## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SECRETARY II      **DEPT:** MARKETING & COMMUNICATIONS

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE** \$12.00-\$14.00

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:** December 8, 2021\* 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:

The Marketing and Communication Office Administrative Assistant is going to be the face of the Marketing and Communication Office, and will serve as the first point of contact with the campus community, media outlets, and marketing partners. This person is responsible for managing office finances, including purchase orders, requisitions, PO balance tracking, interdepartmental invoicing, etc.

The successful applicant for the Marketing and Communication Administrative Assistant will need exceptional organizational skills to properly manage office finances, the director's calendar, NMT's website calendar, maintain office common areas, and other work as assigned.

Beyond those responsibilities, there is ample opportunity for the Administrative Assistant to learn a number of marketable skills, including web development, video and graphic production. A motivated candidate would be able to assist with social media and other campus wide communication efforts and potentially advance within the office.

### REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Five (5) years progressive experience required. Exceptional written and verbal communication required. Excellent customer service and interpersonal skills required. Expertise or working knowledge of Microsoft Office, specifically MS Word and Excel required. Basic accounting skills required. Organized and detail-oriented work ethic required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 222, Socorro, NM 87801