POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II
DEPT: MINERAL ENGINEERING

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $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.

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: June 25, 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:
Under general supervision of the Department Chair this position will be responsible for keeping up with day-to-day offices duties. These duties include collecting and distributing mail within 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 and other similar duties as assigned. Greeting customers, working with other departments on campus, entering work orders, maintaining department files, etc. Must have professional correspondence, phone etiquette and work well with students and faculty. Expected to help mentor other newly hired administrative secretary’s within Academic Affairs.

REQUIRED QUALIFICATIONS:
High School (or GED) level ability in spelling, grammar, basic composition and math required. Five (5) years’ progressive experience required. Ability to work independently and in a group environment required. Basic level of knowledge of MS Office Suite, especially Work and Excel required. Must be comfortable using Gmail, Google contacts, and Google Calendar. Ability to prioritize tasks and information and manage time in a fast paced environment required. Excellent communication/ customer service and interpersonal skills required. Ability to accomplish tasks and meet deadlines despite interruptions required. Knowledge of Banner, and Argos required. Supervisory skill preferred. Ability to learn NMT Policy and Procedures required. Accounting experience desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 094, Socorro, NM 87801