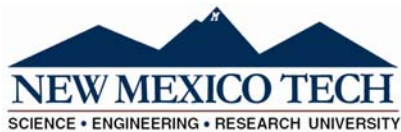


Posted: April 20, 2021



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II

DEPT: PETROLEUM 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: April 28, 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:

Administrative and secretarial responsibilities for petroleum engineering such as office management. Form processing. Department record keeping. Liaison with Tech administration and services (purchasing, travel, etc.) SPE and AADE student club management.

REQUIRED QUALIFICATIONS:

Must be able to read and comprehend instruction, write information and complete simple forms. High school or GED level ability in spelling, grammar, basic composition and math required. 5 years' progressive experience required. Excellent customer service skills required. Banner knowledge desired. Fluency in written and spoken English required. Secretarial skills required. Knowledge of Microsoft programs; excel, Word. Communication skills, oral and written required. Basic bookkeeping skills required.