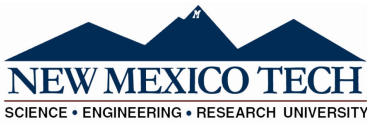


Posted: June 14, 2024



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: MATERIALS & METALLURGICAL ENGINEERING

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: June 25, 2024*

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:

Administrative and Secretarial duties and responsibilities for an academic department (Materials & Metallurgical Engineering).

JOBS FUNCTIONS:

Office Management (to include simple upkeep of social media accounts, dept website, etc).	20%
Form Processing (student contracts, etc).	20%
Department Record Keeping (meeting minutes, accreditation reports, etc).	20%
Purchasing & orders (Materials & supplies).	20%
Liaison with NMT administration & services.	20%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Three (3) years of administrative, secretarial, or other relevant experience. Proficient use of a personal computer and common software (WORD, EXEL, etc). Simple accounting/book-keeping skills. Good grammar and composition skills. Good public relations and communication skills. Office management and organizational skills.

DESIRED QUALIFICATIONS:

Familiarity with simple social media and/or web page setup and design.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu