POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I  DEPT: MST/ OFFICE OF OUTREACH

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $11.00

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: Concurrent* 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:
Assist MST, teacher education programs and NMT Outreach team personnel and students by performing numerous administrative tasks- correspondence; purchases; record keeping and filing; scheduling meetings and publishing minutes; proctoring tests; arranging travel, completing travel forms; running numerous Banner/Argos reports; maintaining numerous data files; applying and managing student scholarships and instructor pay; acting as courier as requested; assist with reporting, media and social media; schedule, planning, and help coordinate participation and activities for outreach events including Science Fair/Olympiad; scheduling interviews and assist with hiring process for NMT student mentors and outreach assistants. Other duties as required.

REQUIRED QUALIFICATIONS:
Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Associate’s degree or completion of program of 18+ months after high school desired. Microsoft Office required. Google products required. Banner forms, Argos reports, and Canvas preferred. To apply please email a detailed resume to the address below.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 066, Socorro, NM 87801