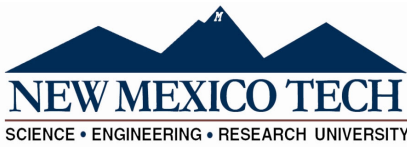


**Posted:** April 2, 2024



## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SECRETARY I

**DEPT:** PRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

*\*\* Located in Playas, NM*

**STARTING RATE or SALARY RANGE** \$15.50-\$17.00

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 SUMMARY:

Performs a variety of office support and/or secretarial duties for the Playas Research & Training Center, such as composing a variety of standard documents and correspondence, relaying and resolving routine telephone and/or walk-up inquiries, scheduling calendar items and meetings, making travel arrangements, processing forms, performing data entry, and establishing and maintaining records. Performs duties as front desk for housing. Assists in maintaining inventory records. May perform duties involving simple mathematical calculations. Conducts other duties as assigned and needed to support the effective and efficient functioning of the Center.

### JOB FUNCTIONS:

Performs a wide variety of assignments which may be confidential in nature and require research to complete; operates personal computer to compose, edit, revise, tabulate, and print letters, tables, reports, and other materials. 20%

Greets and directs visitors, resolves routine administrative problems and answers inquiries concerning activities and operations of PRTC; accepts, screens, and routes telephone calls; maintains log of inquiries as required. 20%

Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative matters. 10%

Sorts, screens, and distributes incoming and outgoing mail, drafts or prepares responses to routine inquiries, and operates a variety of office equipment. 10%

Establishes, maintains, processes, and updates files, records, certificates, and/or other documents. 10%

Arranges meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules; makes travel and lodging arrangements, either directly or through travel agencies. 10%

May Order, stocks, and distributes office and other supplies. 5%

May support programs at PRTC, including preparing for meetings and performing basic administrative tasks as directed. 5%

May instruct and oversee the activities of student employees performing the same type of work. 5%

Performs miscellaneous job-related duties as assigned. 5%

**REQUIRED QUALIFICATIONS:**

High school (or GED) level ability in spelling, grammar, basic composition and math. Must have at least Three (3) year experience directly related to duties and responsibilities specified. Ability to understand and follow specific instructions and procedures. Ability to maintain confidentiality of records and information. Word processing and/or data entry skills. Skill in the use of operating basic office equipment. Organizing and coordinating skills. Receptionist skills. NM Driver's License. A pre-employment drug screen required upon hire.

**DESIRED QUALIFICATIONS:**

Knowledge of supplies, equipment, and/or services ordering and inventory control. Records maintenance skills. Ability to communicate effectively, both orally and in writing. Ability to maintain calendars and schedule appointments. Ability to create, compose, and edit written materials.

**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 5%	Sitting 80%	Walking 5%	Pulling 1%
Pushing 1%	Lifting 1%	Stooping 3%	Kneeling 1%
Crawling 1%	Climbing 1%	Reaching 1%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)