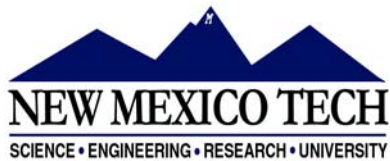


Posted: July 9, 2018



**REVISED 7/9/18**  
**POSITION ANNOUNCEMENT**

**TITLE:** ADMINISTRATIVE SECRETARY I

**DEPT:** PSYCHOLOGY & EDUCATION

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$10.75

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**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:**

Prepare required reports, tests, proposals, instructors and class evaluations, summaries for P&E department including MST and Alternative Licensure Program (ALP). Order supplies, arrange travel, arrange meetings and publish minutes. Verify billing, receiving, input instructor pay, and input student scholarships. Administer test and placement exams, prepare scholarship applications, and report for scholarship sources (HED, PED). Maintain P&E/ MST website and canvas based courses; assist P&E personnel with research projects. Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

High school (or GED) level ability in spelling, grammar, basic composition and math required. Associates degree or completion of program 18+ months after high school desired. 3 years progressive experience required. Microsoft suite required. Google products required. BANNER forms, Argos reports, Canvas desired. Bilingual desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 075, Socorro, NM 87801-4796