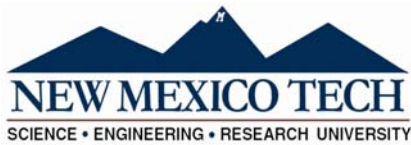


Posted: April 28, 2020



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SPECIALIST **DEPT:** ICASA

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: May 6, 2020* 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:

As an Administrative Assist, support the high-level operations of the research institute via support of the office of the Director. Manage the operational portfolio of the office of the Director, to include support in scheduling, operations, and logistics. Execution of delegated administrative duties in support of the Director. Provide support to formal and informal prioritization of core institute operations and functions.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Prior experience (two or more years) in an administrative assistant or office manager role in a professional office setting required. Proficiency with use of modern office technology and software (e.g., Microsoft office, telephony, etc.) required. Excellent communication skills, verbal and written required. Excellent organization and time management skills required. Experience with the business systems and technologies employed by New Mexico Tech (e.g., Banner, Argos, etc.) required. Experience working in an academic environment desired. General Knowledge of budgeting and accounting practices desired. Incumbent must possess or be willing to obtain a Depart of Defense Security clearance, to include polygraph examination, within the first year of employment.

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