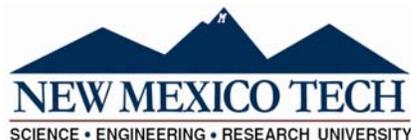


Posted: June 1, 2021



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SPECIALIST

DEPT: RESIDENTIAL LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$13.00-\$14.00

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 10, 2021* 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:

Manage the daily routines of the Residential Life office. Processes daily work orders for all University residences. Assist with tasks including room and meal plan reservations. Serves as the office's primary telephone and e-mail receptionist and is available to answer general questions from students and others. Publicizes important events and information to Tech community and the residents of on-campus housing. Supervises student workers when they are in the office.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition math. One year of secretarial/ administrative assistant experience required. Knowledge of Microsoft Office; Knowledge or ability to learn various Google software required. Must be willing to work some evening and weekends required. Ability to communicate effectively with student, faculty, administrators, alumni, and the public required. Software knowledge including Banner, Onity, and Argos desired. Property management skills are desired. Demonstrated experience in purchasing, invoicing, and accounts payable desired.