POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE COORDINATOR
DEPT: ADVANCEMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $15.75
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

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:
This position provides administrative support to the Advancement Office, the Director of Advancement and the Board of Trustees of the NMT Foundation. Coordinator will conduct all business functions such as POs, Direct Pays, Requisitions, travel forms, etc. for Advancement and Foundation functions. Will also schedule travel, track budgets and maintain calendar for the Director. Coordinator will also function as Advancement’s first point of contact—answering phones, greeting guests. Assist at special events (which involve nights and weekends on occasion). Another key role is to function as support person for the foundation Board of Trustees. Review and comparison of expenditures to budget, property and inventory control and digital organization of departmental files and records. Assist with tasks related to alumni, university, and special events sponsored by the department. Other duties as assigned.

REQUIRED QUALIFICATIONS:
High School (or GED) level ability in spelling, grammar, composition and math. Five (5) years clerical experience required. Five (5) years’ experience building and using spread sheets desired. Knowledge of Microsoft Office and Google Office required. Excellent customer service and interpersonal skills required. Knowledge of NMT business practices desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 021, Socorro, NM 87801