

**Posted:** October 8, 2020



## POSITION ANNOUNCEMENT

**TITLE:** BUSINESS ADMINISTRATION SPECIALIST

**DEPT:** ADVANCEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$32,625

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:** October 16, 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:

Under general supervision of the Advancement Director and/or Associate Director: will manage donation processes (receipt, deposit, acknowledgement, and data entry) for all donations (online, check, cash, money transfers) to NMT and NMT Foundation. Manages employer matched giving processes. Manages online donation NetCommunities and monthly reconciliation journal vouchers processes. Manages donation made through payroll deduction. Sends out yearly donor reports and scholarship receipt reports. Manages spending on scholarship endowments. Maintain organized records and queries for internal use and audit purposes. Assist with monthly Banner certification reports.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required area of study: Accounting, Business Administration, or Business Management. Will consider someone enrolled in their final year of their degree who has applicable work experience. Microsoft Office. Gmail, Google Calendar, Google Driver required. Expertise using spreadsheets, database, and word processing applications required. Extraordinary attention to details, professional judgement and discretion required. Strong oral and written communication skills required. Extremely well- organized and able to work with minimal supervision required. Ability to work well with others, cooperative, and polite required. Commitment to security of records – digital and hard copy required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 101, Socorro, NM 87801