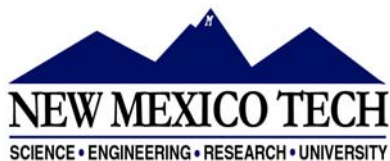


Posted: August 9, 2018



REVISED 8/9/18
POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST

DEPT: ACADEMIC AFFAIRS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$13.00- \$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.

INTERNAL POSTING THROUGH: August 3, 2018* 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:

General for Deans of Arts & Science and Engineering and AA Financial Administrator

Office management - Serve as point-of-contact for deans; respond to phone, email, and walk-in inquiries; handle mail and shipping; disseminate information to faculty, staff and students via email and direct communication; proofread documents; facilitate conference calls. Purchases and Travel - Process purchase requisitions and reimbursements; process travel requests and reimbursements; maintain electronic and/or paper records. Computer skills - Utilize word-processor, spreadsheet, email and Banweb to write and review documents, track budgets, and correspond. Meetings and special events - Schedule, organize, facilitate travel, reserve facilities, purchase supplies, record minutes. Assessment and accreditation - Compile, proofread and track documents (syllabi, course material, results of assessment, reports, ...) both electronically and in hard copy. Office filing system - Design, organize and maintain electronic and paper filing systems for records such as adjunct faculty, assessment, and payments.

Serve as point-of-contact for Community Education; respond to phone, email, and walk-in inquiries; handle mail and shipping; disseminate information to faculty, staff and students via email and direct communication; proofread documents; facilitate conference calls. Work with and supervise student employees on purchasing, PAFs, advertising. Track and reconcile budgets.

Process data for teaching loads. Monthly salary reconciliation reports/ and other Argos reports. Prepare JV's/ PJV's/ BR's as needed. Record-keeping: Electronic and hard copies. And other such duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of accounting/budgeting procedures required. Knowledge of basic math required. 5-7 Years' progressive experience required. Knowledge of New Mexico Tech's policies and procedures desired. Skill in English composition, grammar, spelling and punctuation required. Skill in the use of personal computers, web sites, email, word-processors and spreadsheets required. Ability to organize, plan and successfully complete tasks required. Ability to communicate effectively in written and spoken English required. Ability to independently solve problems required. Ability to develop and maintain good working relationships required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 088, Socorro, NM 87801-4796