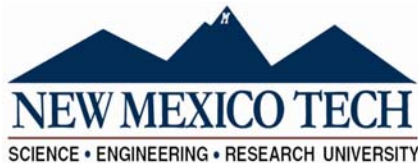


Posted: October 1, 2018



POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST

DEPT: PRESIDENT'S OFFICE

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: 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 will primarily support the Office of the President in all administrative office support, as well as the Office of Government Affairs. Greet and assist visitors, students, faculty and staff. Maintain polite and professional appearance and communication via phone, email and in person. Prepare travel requests and reimbursements forms. Originate requisitions and process direct payments and invoices. Maintain and manage Office of the President files and binders. Generate Banner and Argos reports, re-order supplies, organize incoming mail, process and track JVs, monthly certifications, etc. Assist in organization of Board of Regents meetings and other Presidential or NMT events on or off campus. Assist in the maintenance of the Presidents' calendar. This position will also support the Office of Student Life and the Office of Administration and Finance as needed. Assist Chief Executive Assistant to the President in any additional duties that may occur at any time, including after hours or weekends. Punctuality and attendance is critical to this position.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Formal diploma/certificate/degree program of 6-18 month after high school with Area of study Business Administration or related area desired. Excellent written and verbal communication skills required. Proficient in Microsoft Office Suite and Google Suite required. Excellent time management skills and ability to prioritize work required. Must be able to work independently with minimal direction, anticipate problems and make recommended solutions. Must be willing to adapt and be flexible and display initiative in all aspects of work performance. Excellent organizational skills with the ability to multi-task required. Must have 3 to 5 years of progressive administrative experiences required. Excellent knowledge of general office equipment.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 073, Socorro, NM 87801-4796