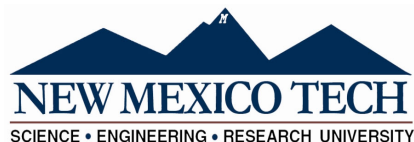


Posted: July 13, 2022



POSITION ANNOUNCEMENT

TITLE: OFFICE COORDINATOR

DEPT: IRIS PASSCAL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$38,500

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: July 21, 2022* 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:

Core responsibilities include: Assisting with staff travel including arrangements, requisitions and expense reports. Maintain facility records. Reception/front desk responsibilities include: answer telephones and provide information to callers; greet visitors and callers, handle their inquiries, and direct them to the appropriate person according to their needs; maintain scheduling and event calendar; learn to operate new office technologies as they are developed and implemented; work with other campus units on management of personnel, payroll, ISD billing, travel, and other issues for staff and visitors; maintain office supply inventory; liaise with facilities management; and coordinate meetings and special events.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. Must have 5 years' progressive administrative experience. Demonstrated proficiency with Microsoft Office Suite required. Excellent written and verbal communication skills required. Ability to self-motivate and work independently required. Excellent organizational skills required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 117, Socorro, NM 87801