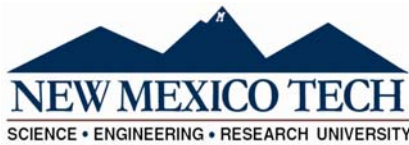


Posted: October 8, 2021



REVISED 10/8/21
POSITION ANNOUNCEMENT

TITLE: BUSINESS ADMINISTRATIVE SPECIALIST II
DEPT: IRIS PASSCAL

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$41,600-\$48,040

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:

Core responsibility is to oversee daily financial activities of the PASSCAL Instrument Center. Conducts budgeting, analysis, and other planning activities related to finance and budget. Maintains compliance with State, Federal, Incorporated Institutes for Seismology, and New Mexico Tech policy and procedures. Monitors financial expenditures.

REQUIRED QUALIFICATIONS:

Associates degree or completion of course work related to position. 5-7 year's progressive experience required. Working knowledge of MS Word, Excel, Access required. Working knowledge of Banner desired. Knowledge of NMT procedures desired. Ability to work independently required. Knowledge of 2 CFR 200 desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 149, Socorro, NM 87801