

Posted: November 7, 2022



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE ASSISTANT

DEPT: ACADEMIC AFFAIRS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$48,672-\$52,000

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 SUMMARY:

Overall management of the Office of Academic Affairs, providing administrative support to the VPAA, APVAA, Administrative and Financial Manager for AA, and the division, for a coordinated, synergistic office overall institutional academic functions and to advocate the mission of the Office of Academic Affairs.

JOB FUNCTIONS:

Manages the AA Office: supervises student workers; works closely with President's Office and all other VP offices to ensure coordination of effort; supports coordination of effort with all AA departments, offices, units (e.g., AVPAA, FAMAA, academic departments, Admissions, Financial Aid, Registrar, ACT, Graduate Studies, Library, Outreach, MRO, MROI), staff, department chairs, academic program directors, and AA directors; schedules, coordinates, and/or attends required meetings; manages the development and distribution of faculty and staff contracts including hiring proposals within the division; prepares and maintains all faculty documentation generated by or needed for AA; maintains all student issue documentation handled by AA; maintains all faculty, student, and staff databases needed for AA functions; maintains records and copies of financial activities on AA funds and reconciliation. Attention to detail, timeliness, and accuracy are crucial to the accomplishment of the tasks of this position. 30%

Supports AA personnel: arrange and/or assist AA Office personnel with travel along with other personnel as needed; runs reports and assists with report preparation and distribution; supports all AA initiatives and projects including accreditation processes, federal compliance documentation related to AA functions, assessment processes and reports, and student learning projects; runs various Banner and Argos reports for data or documentation needed for AA functions and inputs in Banner required information from AA; coordinates various honors/awards, such as Tech Scholar list, Distinguished Faculty Teaching Award, and Distinguished Faculty Service award; apprises AA personnel of matters of significance, identifying what is needed, who is affected, and how needs can be addressed; engages others to maintain a team-oriented environment. 25%

Communicates AA matters to internal and external personnel: communicates with AA departments, offices, units (e.g., AVPAA, FAMAA, academic departments, Admissions, Financial Aid, Registrar, ACT, Graduate Studies, Library, Outreach, MRO, MROI), staff, department chairs, academic program directors, and AA directors including other divisions and those outside the institution (e.g., donors, prospective students, parents, legislators); screen/route inquiries, concerns, and correspondence, using own judgement in screening information for AA personnel and referring individuals to AA personnel other areas of the university while maintaining appropriate confidentiality; proactively researches matters and suggests potential solutions; keeps calendar for Division and AA personnel (e.g., VPAA, AVPAA, FAMAA); transcribes correspondence. Timely, accurate, and friendly communications are essential. 25%

Provides support outside the Office of AA: includes the Faculty Senate, the Council of Chairs, Council of Deans, and the faculty via coordinating and scheduling meetings, recording meeting minutes for Faculty Senate, Council of Chairs, and Council of Deans; coordinates, manages, and/or assists with AA special events; updates AA website; collaboratively engages individuals in a friendly manner. 10%

Other duties as assigned. 10%

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Seven years of clerical experience or (2 years of clerical experience + college baccalaureate degree). Excellent communication skills. Excellent customer service and inter-personnel skills. Proficiency in Microsoft Word, Excel, and Powerpoint and similar Google products such as Google Docs, Gmail, Google Drives, and Google folders. Ability to prioritize tasks and manage time. Ability to organize and file information, prioritize tasks, manage time and multiple projects. Ability to work with minimal supervision.

DESIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school. Bachelor's Degree. Familiarity with Banner/Banweb/Argos. Basic experience in updating websites. Experience taking meeting minutes.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 30%	Sitting 44%	Walking 20%	Pulling 1%
Pushing 1%	Lifting 1%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching 1%	Other

Apply to: nmtjobapps@npe.nmt.edu