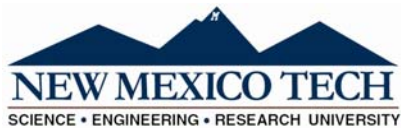


Posted: August 26, 2020



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: CIVIL & ENVIRONMENTAL ENG

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.00

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:** September 4, 2020* 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:

Provides administrative support for the department chair, faculty and students. Prepares budgets and maintains financial accounts for the department chair and faculty. Reviews expenses. Answers phones, manage mail, prepare and maintain faculty evaluations. Assist department chair, faculty and students with completion and processing of forms. Maintains office and department equipment while working with vendors, repair technicians/ Prepare budget recommendations for the department chair, which includes tracking fixed and predicted costs, as well as monitoring other departments and sponsored research expenses for both accuracy and future planning. Manage and record procurement cards for faculty. Procure needed supplies. Assis with maintenance and collection of course and curriculum data related to ABET.

REQUIRED QUALIFICATIONS:

Must be able to read and comprehend instruction, write information and complete simple forms. High school or GED level ability in spelling, grammar, basic composition and math required. Three (3) years' progressive experience required. Fluency in written and spoken English required. Basic Plus-level Mathematics required. Medium level Computer skills required. Advising skills required. Excellent problem solving skills required. General office management skills required. Accounting coursework or experience desired. Ability to work with Mac operating systems desired. Formal education beyond high school desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 093, Socorro, NM 87801-4796