

Posted: January 20, 2022



REVISED 1/20/22
POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: COMPUTER SCIENCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$12.50

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:

Under general supervision of the Department Chair this position will be responsible for keeping up with day-to-day office duties. These duties include collecting and distributing mail in the department, ordering supplies, paying invoices in a timely manner, printing and distributing monthly budget certifications, answering email, phone and in person inquiries, perform monthly budget reconciliations, lead/ co-lead department social events and meetings. Other similar duties as assigned.

All Administrative Secretaries and Department Specialist should be able to work under general supervision to perform the varied clerical duties associated with the position and the department. This includes, but not limited to greeting customers, working with other departments on campus, entering work orders, maintain department files, etc. Also, they should be able to have professional correspondence, phone etiquette, and work well with students and faculty. They are expected to help mentor other newly hired admins in Academic Affairs.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Three (3) years' relevant experience required. Ability to work independently and in a group environment required. Basic level knowledge of MS Office suite required. Must be comfortable using Gmail, google contact, and google calendar required. Ability to prioritize tasks and information and manage time in a fast paced environment required. Communications skill/ Customer service- ability to communication in person, via email or in person with people from all different backgrounds and education levels required. Knowledge of basic accounting/ bookkeeping practices required. Knowledge of Banweb and Argos desired.