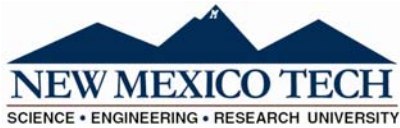


Posted: September 13, 2021



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: MECHANICAL ENGINEERING

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.50

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:** September 21, 2021*

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:

Responsible for various secretarial, bookkeeping and administrative duties to support to staff, students, faculty, and other personnel associated with the department. Responsible for department record keeping; maintain of department files; receiving, replying, and/or distributing mails/emails; typing forms and correspondence; process electronic forms and reports in the university database, take minutes of department meetings. Maintain copier/ scanner machine. Distribute and process all department purchase orders and invoices. Schedule meetings, order and maintain department supplies.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. Three years secretarial/clerical progressive experience required. Fluency in written and spoken English required. Basic Plus-level mathematics required. Advanced Basic-level computer skills required. Excellent problem solving skills required. Basic Plus-level accounting skills required. Must have the ability to multi-task and the ability to easily interact with people. Advising desired. Knowledge of Microsoft Word, Outlook, PowerPoint and Excel required. Knowledge of E-mail communication is necessary. Must have the ability to work professionally and cooperatively with people with varied backgrounds and educational levels. Must be able to keep confidential information. Must be able to easily comprehend instructions and required administrative forms. We are targeting to hire an Administrative Secretary I, but qualified candidates beyond the targeting level will be considered for the position as well.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 173, Socorro, NM 87801