

Posted: January 20, 2022



REVISED 1/20/22
POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: PETROLEUM ENGINEERING

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:

Provide assistance to the department chairmen, faculty, and students by managing, organizing, coordinating and executing departmental administrative activities and business. Provide assistance to principal investigators on research projects including budget preparation, organizing proposal for routing, liaison with contractor and principal investigator, monitor expenditures, reconcile research accounts, preparation for closing out research accounts.

Office Management: Facilitate the coordination of research and teaching activities and programs between Petroleum and Chemical Engineering, under the direction of the chairmen. Coordinate and monitor administrative activities of the department with other NMT entities. Schedule all appointments, arrange and coordinate meeting, luncheons, receptions, seminars, etc. Receive, open, and determine disposition of mail and correspondence, take action on correspondence not requiring specific attention of chairmen and provide day-to-day follow-up actions with divisions and other external agencies. Complete departmental inventory and reconcile discrepancies with Property Office. Process travel requests and reimbursements for faculty, staff, and students. Maintain employment records and evaluations. Process faculty summer salary and sabbatical leave, and other payroll changes. Maintain academic records of current and graduated students.

Accounting and Budgeting: Monitor expenditures, reconcile instructional, research, and discretionary accounts, and correct any non-essential charges assessed to research/departmental accounts and follow-up on corrections, and forecast expenditures and payroll. Administer business aspects of departmental and research accounts to include service contracts, detail ledger, vendor contracts, bid solicitation, equipment purchase, associated travel, billing, authorize and monitor expenditures and income. Initiate correspondence, verify documentation (timesheets, JV memos, requisitions, research grant expenditures) for Petroleum and Chemical operating, research and discretionary accounts. Requisition equipment, supplies and services. Prepare and distribute graduate assistantship contracts, student work authorizations. Arrange cancellations or changes in status or accounts, PJV funds for faculty.

Public relations/communications: Act as Petroleum and Chemical Engineering resources for administrative, program, research, student, business and public inquiries. Assist in the departmental homepage. Assist in student recruiting; e.g. telephone campaign, orientation, mini-course, exploration day. Produce and distribute recruiting material to prospective students and department newsletter to alumni. Hire, manage, and supervise student workers. Verify and approve time sheets.

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.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 235, Socorro, NM 87801