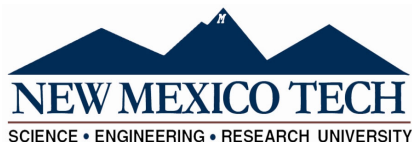


**Posted:** December 12, 2023



## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SPECIALIST II

**DEPT:** NCKRI

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$21.63-\$23.55

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:** December 21, 2023\* 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:

Supports various day-to-day activities of National Cave and Karst Research Institute (NCKRI) in Carlsbad, NM. Performs day-to-day internal and external financial transactions. Coordinates NCKRI National Headquarters facility and resource management, information services, and general department administration. Participates with the Operations Divisions Director and management in operational improvement decision making. May supervise or provide functional leadership to one or more subordinate support staff engaged in routine administrative and event support activities.

### JOB FUNCTIONS:

1. Coordinates daily administrative operations of NCKRI; supervises and trains clerical and support staff and/or interns in performance of programmatic and administrative activities, as appropriate to the position. 10%
2. Coordinates and provides data entry for the fiscal activity of the department, to include participation in inventory management, travel, purchasing, P-card, accounts payable, and/or distributions; and assists with departmental fiscal planning. 25%
3. May oversee and coordinate inventory management, records maintenance, and travel; administers building security, safety procedures for the operating environment and coordinates space reservations and assignments for NCKRI HQ. 10%
4. Assists in tracking and documenting objectives for the organization, including research, trend analysis, and compilation and preparation of regular, and ad hoc reports; assists with program/project development. 10%
5. Participates in the formulation of department standard operating procedures; ensures the operational practices are in compliance with university regulations; assists and provides input to determining strategic objectives for the department; interprets university and department policies and advises staff and students on their provisions. 15%
6. Coordinates department programs, seminars, workshops, travel arrangements, special projects, and/or events; may coordinate program/project development and planning. 15%
7. Supervise personnel which typically include recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution. 5%
8. May serve as the official note taker or committee secretary for the NCKRI National Advisory Board. 5%
9. Performs miscellaneous job-related duties as assigned. 5%

**REQUIRED QUALIFICATIONS:**

High School (or GED) level ability in spelling, grammar, composition and math. Ability to gather data, compile information, and prepare reports. Ability to process computer data and to format and generate reports. Ability to make administrative/procedural decisions and judgments. Ability to analyze, develop, establish, and maintain efficient office work flow and administrative processes. Organizing and coordinating skills. Program planning and implementation skills. Knowledge of accounting procedures involving procurement, travel, and/or employment. Knowledge of finance, accounting, and cost control procedures. Knowledge of computerized information systems used in financial and/or accounting applications. Ability to process computer data and to format and generate reports. Skill in utilizing building security and lock systems and procedures. Knowledge of supplies, equipment, and/or services ordering and inventory control. Skill in the use of personal computers and related software applications. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to communicate effectively, both orally and in writing. Knowledge of project management principles, practices, techniques, and tools. Skill in examining and re-engineering operations and procedures, and developing and implementing new strategies and procedures.

**DESIRED QUALIFICATIONS:**

Associate's degree or completion of program 18+ months after high school, in General studies, Pre- Business Administration.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 15%	Sitting 65%	Walking 13%	Pulling 1%
Pushing 1%	Lifting 1%	Stooping 1%	Kneeling 1%
Crawling	Climbing 1%	Reaching 1%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)