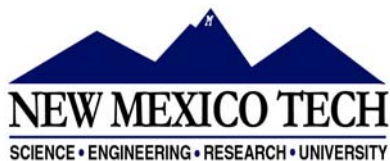


Posted: September 10, 2018



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SPECIALIST

DEPT: R&ED

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$12.75 - \$15.90

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 18, 2018* 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:

Reporting to the Associate Vice President for Research, performs and/or oversees a variety of associated administrative, fiscal, staff support, and planning activities, some of which required advanced or specialized knowledge and skills, such as a budget administration and control, equipment, facilities, and inventory management, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Provides administrative support to Assoc. VP and Directors, including travel and reimbursements. Coordinates and facilitates meetings, program functions, and/or special events, as appropriate. Trains and oversees lower graded staff and/or students/ May coordinate specified administrative activities and reporting across multiple organizational units within the division.

REQUIRED QUALIFICATIONS:

Associates degree required, any area of study. 5 years' experience directly related to the duties and responsibilities specified. Knowledge of supplies, equipment, and/or services ordering inventory control required. Ability to communicate effectively, both orally and in writing required. Ability to gather data, compile information, and prepare reports desired. Record maintenance skills required. Ability to gather and analyze statistical data and generate reports desired. Ability to maintain calendars and schedule appointments required. Database management skills required. Ability to analyze and solve problems required. Ability to lead and train staff and/or students desired. Ability to make administrative/ procedural decisions and judgements required. Ability to create, compose, and edit written materials required. Organizing and coordinating skills required. Knowledge of general accounting principles desired. Ability to record and transcribe meeting minutes required. Excellent computer skills including Microsoft suite and data entry required. Receptionist skills required. A valid NM driver's License required. Ability to obtain a Defensive Driving Certificate required.