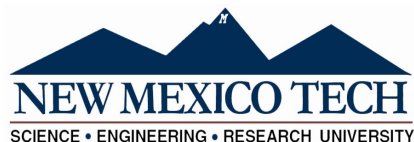


Posted: September 28, 2022



POSITION ANNOUNCEMENT

TITLE: BUSINESS ADMINISTRATIVE SPECIALIST

DEPT: BUDGET & ANALYSIS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$18,200-\$27,300

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 direction from the Associate Director, this position provides assistance in budgeting and analyses as well as provides administrative support for the basic functions of the office. Responsible for the student I-9 process; ensures applicable laws, regulations, and policies are followed. Reconciles department accounts and purchase card reports monthly. Assists with position control for entire campus. Assists with the preparation of the campus budget plus other state reports required by the State. Assist in providing budget analyses and other schedules/reports/analysis for University admin. Answer general budget questions and provide training to university faculty, staff, & students. Performs routine administrative duties and other duties as assigned.

REQUIRED QUALIFICATIONS:

Associate's degree desired or completion of program of 18+ months after high school. Area of study Finance, Accounting, General Business or other related field. Bachelor's degree desired. 3-5 years of directly related experience desired. Must have computer experience including spreadsheet and word processing applications required. Must be able to read and interpret financial or other reports required. Must have strong oral and written communication skills required. Must have strong analytical and critical thinking skills required. Provide exceptional organizational and office management skills, with attention to detail required.