

Posted: December 9, 2021



POSITION ANNOUNCEMENT

TITLE: BUSINESS ADMINISTRATIVE SPECIALIST (2)

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$35,560 - \$39,000

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 support and guidance to management and staff and process work regarding pre-award activities for contracts, proposals and unfunded agreements; while at times recognizing and mitigating risk to the university. This includes, but no limited to, the reviewing and submitting of proposals and ROMs, fund set ups, budget revisions and reporting as needed. Ensure that all proposals requirements are met prior to submission.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Formal diploma/ certificate/ degree program of 6-18 months after high school; six (6) + hours of both accounting and business law required. Three (3) to Five (5) years progressive, relevant experience required. Demonstrated knowledge of federal and/or non-federal contract administration desired. Must be able to use professional judgement and discretion in dealing with external agencies required. Must have computer experience including spreadsheet and word processing applications required. Must be able to work independently on assignment of standard difficulty required. Knowledge of accounting principles, practices and procedures required. Must have strong oral and written communications skill required. Working knowledge of CFR 200 desired. Ability to work and adapt under a highly regulated and constantly changing environment required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 232, Socorro, NM 87801