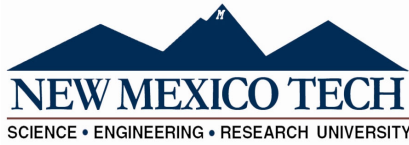


Posted: April 30, 2024



POSITION ANNOUNCEMENT

TITLE: DATA ENTRY CLERK

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00

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: May 8, 2024* 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:

Enters and updates information such as payroll, purchase orders, and charges into various computer systems.

JOB FUNCTIONS:

Data Entry 80%
Backup to Front Desk 10%
Other duties as assigned 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Typing, Computer Skills, Calculator - 10 key by touch, Driver's license. A pre-employment drug screen required upon hire.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 80%	Walking 5%	Pulling
Pushing	Lifting 2%	Stooping	Kneeling
Crawling	Climbing	Reaching 3%	Other

Apply to: nmtjobapps@npe.nmt.edu