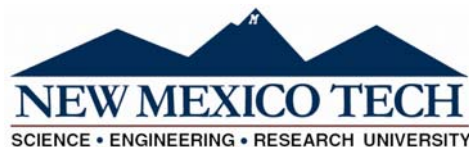


**Posted:** September 3, 2021



## POSITION ANNOUNCEMENT

**TITLE:** DEPARTMENT SPECIALIST

**DEPT:** IRIS/ PASSCAL

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$15.50

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:** September 14, 2021\* 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:**

Responsibilities include assisting with staff travel including arrangements, requisitions and other expense reports. Maintain facility records. Reception/ Front desk responsibilities include: answer telephones and provide information to callers; greet visitors and callers, handle their inquiries, and direct them to the appropriate person according to their needs; maintain scheduling and event calendar; learn to operate new office technologies as they are developed and implemented; work with other campus units on management of personnel, payroll, ISD billing, travel, and other issues for staff and visitors; maintain office supply inventory; liaise with facilities management; and coordinate meetings and special events.

### **REQUIRED QUALIFICATIONS:**

High school (or GED) level ability in spelling, grammar, basic composition and math required. 5-7 years progressive administrative experience required. Demonstrated proficiency with Microsoft Office Suite required. Excellent communication skills, customer service and interpersonal skills required. Ability to self-motivate and work independently required. Excellent organizational skills required. Shipping experience desired.