POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ AUXILIARY SERVICES

DEPT: AUXILIARY SERVICES

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $11.75 – $14.70

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: August 28, 2017* 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:
Will provide administrative support for the Director and Manager/Senior Accountant of Auxiliary Services and effectively manage the first and second floors of Fidel Student Center. Performs administrative assistance and secondary secretarial support to all additional Auxiliary Services department directors and staff which include Residential Life, Golf Course, Children’s Center, Macey Center, Student Activity Center, Swim Center, Student Association, Food Service, Bookstore, Albuquerque Building. Actively implement New Mexico Tech’s Strategic Plan objectives.

REQUIRED QUALIFICATIONS:
Associates Degree in a related field with 2-3 years progressive administrative/secretarial experience OR 5-7 years progressive administrative/secretarial experience. Accounting experience preferred. Experience managing a facility preferred. Proficient in Microsoft Work, Excel, Access, Gmail, or any high level comparable software required. Additional software knowledge including Banner, Argos, Photo Shop, PowerPoint, or equivalent preferred. Must be able to handle multiple tasks simultaneously under deadline conditions required. Must work effectively despite frequent interruptions. Must have excellent interpersonal skills to work effectively with faculty, administrators, students, and public. Must be proficient in the use of English language both verbally and written. Excellent organizational, planning, and problem solving skill required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 137, Socorro, NM  87801-4796