REVISED

POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE ANALYST
DEPT: ADMINISTRATION & FINANCE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: Negotiable at Pay grade
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: 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 Administrative support to the Associate Vice President of Administration and Finance/Budget Director and Administrative Assistant for Administration and Finance. Also supports Business Process Analyst when needed. Performs a wide variety of analytical duties to include budget related matters and administrative duties including clerical duties in support of Administration and Finance. Researches and performs duties and projects when necessary.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required; Area of study: Business related field. Five (5) or more years of experience in a customer service environment desired. Five (5) or more years of experience working with Banner or related ERPs desired. Five (5) or more years of clerical skills experience desired. Strong critical thinking and problem solving skills desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 123, Socorro, NM 87801-4796