POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE ANALYST II  
DEPT: ADMINISTRATION & FINANCE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $36,920 - $45,760
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 supports the Business Process Analyst when needed. Performs a wide variety of analytical duties to include budget related matters in support of Administration and Finance. Researches, compiles and prepares financial and accounting data for studies and reports, prepares graphs and other statistical information from databases for the purpose of analyzing information clearly and effectively. Provides budgetary, organizational and operational services. Assist in the development of budgets, as well as estimation of the organization’s future needs through the use of financial modeling. Prepares routine monthly financial and budgetary reports in a clear and concise manner. As requested, prepares presentations to showcase the information they have analyzed.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required; Area of study: Business related field. Proficient in Microsoft Office products and experience with advanced functions including significant expertise with excel spreadsheets required. Five (5) or more years of experience working with Banner or related ERPs desired. Strong critical thinking and problem solving skills required.

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