POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II
DEPT: S&UR/OFFICE OF ADMISSION

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $11.00
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: July 14, 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:
Processes student Applicants, manages and updates applicant files through enrollment. Maintains filing system of student records. Cleans/maintains/updates student files for all incoming documents (letters/test scores/transcripts/Dual Credit/AP Credit/etc.) Processes student files from deferral/deny and forwards documents to ASAC. Generates letters/email/postcards/etc. Assists with other duties as assigned. Assist professional staff with scheduling and organizing student/parent receptions & coordinate activities with Admission Office when required. Attends receptions when needed and in the absence of Admission Advisors, serves as the representative at high school college days/fairs or high school visits. Coordinates with other departments and staff on campus for various programs including Research @ Tech Day/Exploration Day/MESA visit day, etc. May be required to work evenings and/or weekends. Produce invitations and announcements for high school visits, receptions, and Admission programs. Package and mail invitation/announcements. Write confirmations for high school visits and keep RSVP lists and make phone calls/emails confirming reservations for programs. General office duties include answering phone calls/email and maintaining office filing system, greeting public, distribution of mail, run errands and ordering equipment and office supplies for office including requisitions for all invoices. Assists in hiring/training supervising up to 10 student assistants. Greets public, composes and types letters from rough and corrected copy, assists with prospective students/parents, email/telephone prospective students/maintains office files and performs other office duties-including student packets/inventory of equipment and office supplies. Assist with contacting NMT Alumni to represent New Mexico Tech at college fairs/programs nationwide. Generates invitations to college fairs for Admission professional staff and Alumni. Assists in organizing/distributing/updating material recruitment material. Answers inquiries from student/parents/educators regarding NM Tech’s academic programs, admission, financial aid, housing, student services, facilities, etc. Assists high school counselors/teachers with inquiries regarding students or Tech programs.

REQUIRED QUALIFICATIONS:
High school (or GED) level ability in spelling, grammar, basic composition and math required. Five years of progressively responsible secretarial experience required. Knowledge of SCT’s Banner student database desired. Computer skills including Microsoft Word, Excel, and Access required. Communication skills both verbal and written required. Must have a proven record of strong office management skills. Experience with graphic art design software desired. Must be able to handle multiple tasks, despite frequent interruption and meet strict deadlines. In-Design graphics software experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 094, Socorro, NM 87801-4796