RE-OPEN 12/21/17

POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II
DEPT: MATHEMATICS

REG ☑ TEMP □ FULL TIME ☑ PART TIME □

STARTING RATE or SALARY RANGE: $11.25
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:
The successful applicant must be able to work independently creating an environment in the department which will aid the chairman and faculty to do their teaching jobs without worry about day to day duties. This includes but is not limited to the following: Hire graders and complete all assigned paperwork and budgeting for this. Train graders including spreadsheets, ethics, timecards and privacy. Approve timesheets for graders and TAs. Scheduling the help room hours for each semester with TAs as needed. Keep records of all graduate students, including study plans, contracts, office assignments and the duties. Administer math placement exams, both online and in-house. Monitor makeup exams, extended time exams and finals as requested by faculty. Keep records of syllabi and schedules of all faculty and TAs. Order desk copies for classes, grader copies and solution manuals. Keep records of bookstore orders and watch for accuracy of book deliveries. Type evaluations for all students each semester. Assist the chair preparing data for DAR (department annual report) and other necessary annual reports. Fill the paperwork for faculty travel. Keep accurate records of the inventory equipment. Maintain and other supplies for copier and printers, including maintenance contracts. Keep spreadsheets for all expenditures. Close out fiscal year records and begin new records yearly. Reconcile monthly financial reports. Prepare data for AMS and SIAM yearly reports. Renew Memberships for national Mathematics organizations such as AWM, MAA, SIAM. Update and place ad for AMS Assistantships and Graduate fellowships annual report. Monitor make- up exams, extended time exams and finals as requested by faculty. Arrange and train graders including spreadsheets, ethics, timecards, and privacy. Other duties as assigned.

REQUIRED QUALIFICATIONS:
High school (or GED) level ability in spelling, grammar, basic composition and math. Strong computer and office skills required. Strong customer service skills required. Five (5) years’ experience at an Administrative Secretary I or II level or more progressive experience preferred. More experienced candidates can be considered for Department specialist position.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 144, Socorro, NM 87801-4796