POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II DEPT: S&UR

REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE: $10.25 - $12.00

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: December 6, 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:
Responsible for complex administrative duties of the Assistant Vice President’s Office. Duties include overall management of the office; draft correspondence, maintain filing system for student conduct/Title IX, financial/budget preparation, schedule appointments and events, travel plans and inter/intra office coordination. Works closely with Administrative Assistant to the Vice President for SUR.

REQUIRED QUALIFICATIONS:
High school (or GED) level ability in spelling, grammar, basic composition and math required. 5 years’ of Administrative/Clerical experience required. Excellent customer service required. Good computer skills required. Good organizational skills required. Ability to multi-task.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 180, Socorro, NM 87801-4796