POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: MECHANICAL ENGINEERING

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $10.75

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: September 19, 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 various secretarial, bookkeeping and administrative duties to support staff, students, faculty, and other personnel associated with the department. Responsible for department record keeping; maintaining of departmental files; receiving, replying, and/or distributing mail/emails; typing forms and correspondence; process electronic forms and reports in the university databases, take minutes of department meetings. Maintain copier/scanner machine. Schedule, conduct and tally course evaluations. Distribute and process all department purchase orders and invoices. Schedule meetings, order and maintain department supplies.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition math. 3 years’ applicable experience. Secretarial skills required. Basic computer skills required. Knowledge of Microsoft programs (word, excel) required. Communication skills, oral and written required. Basic bookkeeping skills required. Email skills. 3 years’ progressive experience required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 147, Socorro, NM 87801-4796