POSITION ANNOUNCEMENT

TITLE: CHIEF EXECUTIVE ASSISTANT TO THE PRESIDENT/SPECIAL ASSISTANT TO THE BOARD OF REGENTS
DEPT: PRESIDENTS OFFICE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: Negotiable at Paygrade
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 DEPARTMENTAL 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:
This position will provide assistance to the President on a daily basis and also to the President’s cabinet, the Board of Regents, the Employee Benefit Trust as required. This position will maintain the President’s appointment calendar, make all travel arrangements for the President and Board of Regents.
Under the general supervision of the President, this position will maintain the daily operations of the Office of the President including, but not limited to, travel schedules and arrangements, office schedules, routine correspondence and electronic mail, correspondence and the monitoring of department budgets and expenditures.
This position is responsible for the overall management of the President’s Office including interactions and communications with a wide variety of individuals and stakeholders, including high-level public officials, business executives, university faculty and staff, students, and general public. This position will also coordinate the visits for distinguished guests.
This position will screen/route telephone inquiries and correspondence using own judgement in screening calls for the President and referring calls to other areas of the University as deemed appropriate. Communications routinely involve complex, sensitive, and/or confidential messages to and from the President and others.
This position will oversee activities involving the preparation for meetings of the Board of Regents and various other university events. Coordinate and serve as recording secretary to the Board of Regents, President’s Cabinet, Employee Benefit Trust, prepare and maintain minutes of said meetings. This position will compose and/or transcribe memoranda, minutes, and correspondence from rough or corrected copy for meetings.
This position will maintain and oversee the details of projects and initiatives that go through the President’s Office and manage all President’s budget accounts.
This position will interact with other educational institutions, state and federal agencies, in directing inquiries to appropriate university officials.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required with Master’s degree preferred, in any area of study. Computer proficiency in using word, excel, and access, software required. Experience in the development of reports and documents required. Internal financial accounting experience required. Strong writing skills required. Planning effectiveness and Initiative required. Analytical ability required. Strong communication skills, public relations, and interpersonal skills required. 15 years’ relevant experience required. Strong familiarity with state bureaucracy structure and workings desired. Valid NM Driver’s License required and completion of Defensive Drivers Course after hire.
Position will remain open until filled; for best consideration apply by November 1, 2017.
1.) Letter of Interest 2.) Application/Resume 3) 3 Listed references

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 153, Socorro, NM 87801-4796