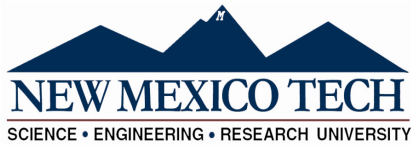


Posted: May 20, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: CIVIL AND ENVIRONMENTAL ENGINEERING

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

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 SUMMARY:

This position serves as the main point of contact for visitors and callers at the CEE main office and is responsible for managing the reception area. Key responsibilities include greeting and assisting visitors, answering phone calls, and directing them appropriately. Additionally, the role involves providing general administrative support, which includes bookkeeping, managing paperwork, scheduling, and assisting faculty, students, and staff associated with the academic and research departments. The position also entails handling various clerical duties to ensure the smooth operation of the office and to meet the needs of our academic and research community. This role will function as the Principal Assistant to the Department Chair.

JOBS FUNCTIONS:

FINANCIAL -Maintain internal accounting system for departmental and departmental research funds; prepare and process requisitions, purchase orders, direct pays; make purchases for department and for research use; prepare reports and maintain records for departmental procurement card; maintain records for insurance claims, equipment purchases, and any new projects. Calculate and maintain records on department FTEs.

COMMUNICATION -Serve as the primary point of contact for the department to other departments, students, and public in person and by phone or email. Communicate with vendors regarding invoices, returns, disputes. Maintain and use office equipment -computer, copier, printers; receive and distribute mail, send express packages. Maintain and update departmental website and social media presence. Work closely with other departments on collaborative projects; attend meetings as requested, take notes and prepare summary minutes.

STUDENTS -Aid students with work authorizations, timesheets, key requests, TA and RA contracts, travel vouchers. Train and supervise student workers for special projects. Aid Graduate students with connecting to the network printer and the use of departmental equipment

PROJECTS - Prepare and maintain departmental data on enrollment and assessment, FTEs; develop and implement departmental recruiting materials.

Payroll - Time approval, PJV's, Work with Graduate office and Payroll/Financial Aid

OTHER ROUTINE DUTIES -Assist faculty and staff with travel arrangements and vouchers, maintain departmental files, arrange meetings, arrange department events, proofread reports, proposals, student presentations for spelling and grammar; update departmental email lists; re-order department supplies

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Excellent Communication Skills both Written and spoken. Ability to work as a team and also independently. The ability to handle personnel issues in an unbiased and discreet manner. Resolve issues associated with managing an academic and research department.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 55%	Walking 10%	Pulling 1%
Pushing 1%	Lifting 4%	Stooping 1%	Kneeling 1%
Crawling 1%	Climbing 1%	Reaching 5%	Other %

Apply to: nmtjobapps@npe.nmt.edu