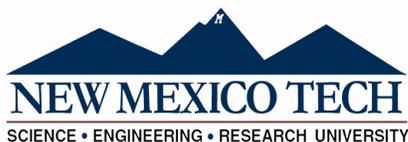


Posted: April 22, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: EARTH & ENVIRONMENTAL SCIENCE

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: 05/02/2025* 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 EES 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:

Purchasing Responsibilities - Reconcile invoices and ensure timely payments, either through direct payment or purchase orders. Place orders using purchase orders or direct payments. Maintain a log to track direct payments and purchase orders. Monitor orders and inform the property team to tag purchases as necessary.

Budgets: Report to the EES Department Chair on budgets, balances, and expenses. Assist the EES Department Chair with the department, scholarship, alumni, and service center budgets. Support EES Department faculty with their monthly detail sheets. Reconciliation and processing of credit cards.

Employees: Graduate student Contracts, Employee EPAFS, Student work Authorizations Responsible for PDQ and Personnel Requisitions for all hires within the department for student and staff positions, Coordinates faculty searches, Coordinates the EES Department Recruitment Events

Service Center - Oversee the budget for service centers in EES departments and labs

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

Aid

Course Offerings: Communicates course Catalog revisions to the Registrar's Office, Field Camp Coordinating with the Director

Special Events: fall-Welcome back pool Party, Recruitment and awards banquet

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Microsoft Office Suite and Google Workspace . Accounting and Bookkeeping. Excellent Communication Skills both Written and spoken. Ability to Independently Resolve Issues associated with Managing an academic and research department. The ability to handle personnel issues in an unbiased and discreet manner. 5 to 7 years of office experience, including greeting visitors, answering phones, and responding to emails.

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