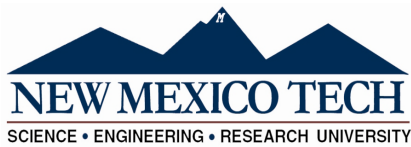


Posted: October 14, 2024



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: February 19, 2024* 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:

As the primary point of contact for visitors and callers at the EES main office, this position is responsible for managing the reception area. Duties include greeting and assisting visitors, answering and directing phone calls, and providing general administrative support. This support encompasses a wide range of tasks, such as bookkeeping, managing paperwork, scheduling, and assisting faculty, students, and staff associated with the academic and research department. This position will also handle various clerical duties to ensure the smooth operation of the office and support the needs of our academic and research community.

As the primary point of contact for the Hydro Center, this position will be entering work orders, maintaining Hydro Center files, facilitating travel requests/reimbursements, answering emails, performing monthly budget reconciliations, providing graphical design, supporting Center social events and meetings, website updates, and preparing student/researcher contracts. Other similar duties as assigned. They should be able to have professional correspondence, attention to detail, phone etiquette, and work well with staff, students, and faculty.

JOBS FUNCTIONS:

Office Operations- Purchases for Department, Faculty meetings, etc. Maintaining Hydro Center files. Performing monthly budget reconciliations. Graduate Student Support. Travel - Assist with travel forms and vouchers.

Service Center- Manage Vehicle and Copy center services. Special Events: assist with Hydro center and EES dept Events. Graphic Design outreach for Hydro Center.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Knowledge of Microsoft suite (Word, Excel, PowerPoint). Excellent communications skills both verbal and written. Bookkeeping skills. Graphic Design and Social Media content creation

DESIRED QUALIFICATIONS:

3 Years of experience in clerical settings. Graphic Design Experience

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 25%	Sitting 25%	Walking 25%	Pulling 2%
Pushing 3%	Lifting 7%	Stooping 2%	Kneeling 2%
Crawling 1%	Climbing 1%	Reaching 6%	Other 1%

Apply to: nmtjobapps@npe.nmt.edu