**Posted:** October 2, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

# POSITION ANNOUNCEMENT

**TITLE: ADMINISTRATIVE SECRETARY I DEPT: E&ES**

**REG ☑ TEMP ☐ FULL TIME ☐ PART TIME ☑**

**STARTING RATE or SALARY RANGE** $15.60
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: 10/13/2026*** 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:

The Administrative Secretary provides administrative support to an academic department and assists with the efficient coordination of daily operations. Responsibilities include handling routine correspondence, scheduling appointments, maintaining accurate records, and responding to inquiries in a timely and professional manner.

This position supports event planning, purchasing activities, report preparation, and other departmental administrative functions. The Administrative Secretary ensures assigned tasks are completed accurately and on schedule and may provide guidance and support to entry-level staff or student workers. This role requires strong attention to detail, organizational skills, effective communication, and a commitment to customer service. The position contributes to efficient departmental operations and promotes professional and responsive communication with faculty, staff, students, and other stakeholders.

## JOB FUNCTIONS:

Provides clerical and administrative support to department staff, faculty, or supervisors, performing a variety of office functions including scheduling, correspondence, filing, data entry, and document preparation under general supervision.

Schedules appointments, coordinates meetings, and manages calendars for assigned supervisors or staff, preparing basic agendas, assembling meeting materials, reserving rooms, and distributing meeting notes or follow-up items as directed.

Assists with departmental purchasing and procurement activities, processing purchase requisitions, obtaining quotes from vendors, tracking orders, verifying deliveries, and maintaining records of departmental expenditures in accordance with institutional policies.

Monitors and reconciles (under appropriate oversight and supervision) departmental budgets and expenditures, travel authorizations, reimbursement claims, and procurement card reconciliations, and providing regular financial summaries to supervisory staff.

Maintains and organizes departmental files, records, and office supplies, ensuring materials are current, accessible, properly labeled, and stored in compliance with institutional records retention and confidentiality policies.

Assists with planning and coordinating departmental events, workshops, and activities, supporting logistics including room reservations, supply ordering, signage preparation, setup, and breakdown as directed by supervisory staff.

Assists faculty and staff with running reports, gathering data and student information, and tracking information with moderate supervision.

Performs other related duties as assigned in support of departmental operations, office administration, customer service functions, or emerging administrative needs.

## REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Read and comprehend instructions, write information, and complete simple forms. Must have at least three (3) years of prior experience

## LIFTING REQUIREMENTS:

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

| | |
|---|---|
| 0 - 15 pounds | S |
| 15 - 30 pounds | |
| 30 - 50 pounds | |
| 50 - 100 pounds | |
| 100 + pounds | |

## PHYSICAL DEMANDS:

| | | | |
|---|---|---|---|
| Standing 10% | Sitting 10% | Walking 5% | Pulling |
| Pushing | Lifting 5% | Stooping | Kneeling |
| Crawling | Climbing | Reaching | Other |

Apply to: nmtjobapps@npe.nmt.edu