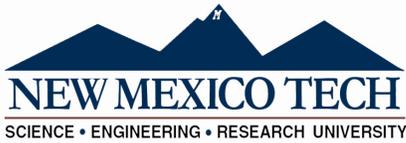


Posted: February 17, 2026



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY

DEPT: COMMUNITY ED./STEM OUTREACH

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: 02/26/2026* 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:

Assist NMT Outreach team and Community education personnel and students by performing numerous administrative tasks-correspondence; purchases; record keeping and filing; scheduling meetings and publishing minutes; arranging travel, completing travel forms; running numerous Banner/Argos reports; maintaining numerous data files; applying and assisting with instructor pay; acting as courier as requested; assist with reporting, media and social media; schedule, planning, and help coordinate participation and activities for outreach events. Help coordinate NM State Science & Engineering Fair and State Olympiad events. Help communicate with coaches and regional directors; organize workshops for coaches and volunteers, recruit volunteers for event supervisors and judges; coordinate all logistics for virtual or in-person events; maintain calendar and website. Assist with instructors and course assessments; with program canvas; assist with registration and admission processes.

JOB FUNCTIONS:

For CED - prepare required reports, instructors and class evaluations, and summaries for all team personnel; Maintain program website and canvas based courses; assist with instructor pay, assist with CED admission and registration process for non degree seeking students only for CED courses.

For Outreach - Scheduling and assisting with hiring students; coordinate all logistics for NM SciOly/NMSEF events; fundraising; schedule, planning and helping coordinate participation and activities for outreach events.

For Both - Order supplies, verify billing, receiving; process/ reimbursements, travel forms; schedule meetings; assist with reporting, media and social media.

All other duties as requested.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Basic word processing and spreadsheet skills. Customer Service.

DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school. Associate's degree or completion of program 18+ months after high school. Bilingual.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 15%	Sitting 50%	Walking 10%	Pulling
Pushing 5%	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other 5%

Apply to: nmtjobapps@npe.nmt.edu