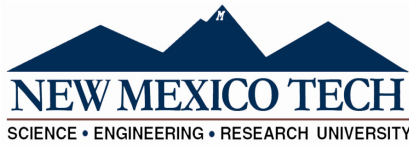


Posted: April 1, 2026



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I DEPT: MATH

REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$15.00 - \$17.25

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: 04/10/2026* 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 in hiring graders, handling paperwork. See that graders have necessary textbooks, supplies, etc. Approve time sheets for graders & TAs. Schedule helproom hours with TAs each semester. Create TA contracts each semester, work out office assignments. Reconcile monthly financial reports, making adjustments when needed. Purchase and administer Math Placement exams. Liaise with Admissions and Registrar to get placement data correctly entered. Monitor make-up and extended time exams as requested. Collect and upload syllabi each term. Keep faculty schedules. Coordinate book orders. Assist with data collection for DAR and other reports. Assist faculty with travel paperwork. Keep records of inventoried equipment, maintain and order supplies, including maintenance contracts. Track expenditures, close-out fiscal year records. Collect data when needed for professional society reports. Help students find help when needed.

JOB FUNCTIONS:

Budget/Ledger/Accounting
Paperwork related to student employees
Purchasing/Inventory
Communication
Clerical Duties

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 3 years previous work experience. Computer skills with MS Word and Excel and Google Docs/Sheets. Strong Customer Service Skills. Payroll Procedures and paperwork. Supervision of student employees.

DESIRED QUALIFICATIONS:

3 years experience as a Secretary I or II.

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	N

PHYSICAL DEMANDS:

Standing 10%	Sitting 60%	Walking 10%	Pulling
Pushing	Lifting 5%	Stooping 10%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu