Posted: October 26, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II **DEPT: FACILITIES MANAGEMENT**

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

STARTING RATE or SALARY RANGE $15.60 - $17.53
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: 11/03/2026* 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:

Maintain & Update Work Order Request System. Communicate with building faculty and staff about work orders. Maintain Training Manuals. Record Keeping for OSHA & MSDS. Process forms for Worker's Comp and medical services.

JOB FUNCTIONS:

Greet Students, Faculty, Staff, and Visitors. Responds to emails and calendar coordination. comprehend letters, faxes, emails, etc. for accuracy; knowledge of individual work practices for assistance to co-workers; maintain working relationships with all departments and assist different departments when requested; excellent customer service and communication skills to keep the campus informed of issues as they arise; filing and maintaining FM records and logs history, hard copy and electronically - store and scan files as needed. Create PowerPoint presentations and Excel worksheets for management reporting. General correspondence, such as preparing letters, emails, cover memos, faxes, mailings, etc. Schedule conference room for meetings and order social amenities as needed, take notes at various meetings, and communicate information back to attendees.
Maintains & Updates the work order request system. Process work requests, assign to the appropriate crew, dispatch employees as necessary, check for budget/accounting accuracy, complete work requests in the system, and run work-in-progress reports to advise supervisors of workload.
Manage Auto Rental Fleet Calendar and Table and Chairs Rentals. Responsible for scheduling, processing rental requests, and coordinating with FM Mechanics to prep vehicles.
Set up a Safety Training system. Processes Workman's Comp with HR.
FM Employee Badges - Maintains database for FM Employee current hires and create badges.
Coordinating Department orders of office supplies and specialty items (logo'd clothing items, calendars, etc.)
Property forms – processing forms as equipment and furniture move within department offices or are disposed of. Coordinating FM Department social events (Christmas Party, Retirement Parties, etc.).
Other duties as assigned.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. 5 Years of progressive experience. Ability to work independently and in a group environment. Basic knowledge of MS Office, Gmail, and Google Calendar. Excellent communication/customer service and interpersonal skills. Ability to accomplish tasks and meet deadlines despite interruptions. NM Driver's License. A pre-employment drug screen required upon hire.

DESIRED QUALIFICATIONS:

Knowledge of Banner, Banweb, and Argos.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 75%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 2%	Kneeling 2%
Crawling	Climbing	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu