

Posted: December 22, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: MATERIALS & METALLURGICAL ENGINEERING

REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$15.00 - \$16.50

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: Concurrent* 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:

This position serves as a general administrative support for the Materials & Metallurgical Engineering Department (MTLS) and Chair. It involves purchasing, bookkeeping, managing paperwork, scheduling, and assisting faculty, students, and staff associated with the department. The position entails handling various clerical duties to ensure the smooth operation of the MTLS office. Contributions can include organizing occasional student/faculty/alumni events, and updating online material such as webpages. This position will also serve as a point of contact for visitors and callers at the MTLS main office.

JOB FUNCTIONS:

Purchasing Responsibilities: Reconcile invoices and ensure timely payments, either through direct payment or purchase orders. Place orders using purchase orders or direct payments. Maintain a log to track direct payments and purchase orders. Monitor orders and inform the property team to tag purchases as necessary.

Budgets: Report to the MTLS Department Chair on budgets, balances, and expenses. Assist the Chair with department, scholarship and service center budgets. Support MTLS Department faculty with their monthly detail sheets reconciliation and processing of credit cards purchases. **10.00 Employees:** Fill Employee EPAFS. Coordinate recruitment events, workshops and seminars (may include virtual events).

Payroll: Approve timecards for students, Fill and initiate forms for graduate student contracts. Work with Graduate office and Payroll/Financial aid to address issues.

Record Keeping & Reporting: Assist Department Chair with reporting, including annual assessment, ABET reviews, Advisory Board reports, Faculty and Student Forums, etc... Record minute of regular department and special meetings.

Events: Scheduling rooms (through Registrar's office), meal reservations. Organizing annual or occasional student/faculty/alumni/advisory board events.

Student Recruiting: Assist in student recruiting including maintaining data base (contacts), updating department flyers, website content, mailings, etc.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Basic computer knowledge, MS Office Suite of software (Word, Excel, Power point), Adobe. Professional written and oral communication. Organizational skill: Electronic and hardcopy. Soft Skills: Practices professional personnel interactions, greetings, responses to questions, emails, etc.

DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school in Office Management. Knowledge and skill in basic website content and/or social media.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 50%	Walking 10%	Pulling 1%
Pushing 1%	Lifting 4%	Stooping 5%	Kneeling 1%
Crawling 1%	Climbing 2%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu