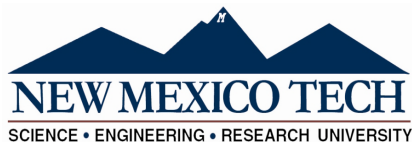


Posted: April 8, 2026



POSITION ANNOUNCEMENT

TITLE: ADMINISRATIVE SPECIALIST **DEPT:** NM BUREAU OF MINE SAFETY

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$18.00 - \$21.00

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: 04/16/2026* 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:

Provides primary administrative support to the Bureau of Mine Safety. Maintains data bases, keeps department files, arranges training schedules, acts as a receptionist, reviews cost statements, and checks against actual records.

JOB FUNCTIONS:

Cost Accounting: Track actual expenditures and review cost documents for Bureau of Mine Safety (BMS), prepares and tracks DP documents, tracks travel, review travel reports. Tracks income and expenses for NM Mine Health and Safety Conference.

Administrative functions for Coal Mine Official Certifications, include invoicing, processing forms, depositing fees, producing certificates, and wallet cards and processing recertification documents.

Website design and maintenance of NM BMS site.

Maintains data base information of mines, training, and certification.

Schedules training, working with NM Mine Safety Board, and assists with posting meetings on the website and notes.

Invoices, deposits receipts for training program, and maintains MSHA grant stats.

Provides general administrative` support for office, field, and SMI activities.

General office work, and other duties as assigned.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 5-7 years experience utilizing communication skills such as answering phones, utilizing email and written correspondence. Excellent computer skills with two years experience with all facets of MS Office. Six months of note taking skills with the

ability to provide meeting notes transcribed from tape/video and written notes from meetings. One year of utilizing accounting skills including spreadsheets and expenditure review. Must have experience in creating spreadsheets for expense tracking.

DESIRED QUALIFICATIONS:

Working knowledge of OMNI CMS or other web software and one year if maintenance/design of a website.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 15%	Sitting 70%	Walking 10%	Pulling
Pushing 1%	Lifting 1%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching 1%	Other

Apply to: nmtjobapps@npe.nmt.edu