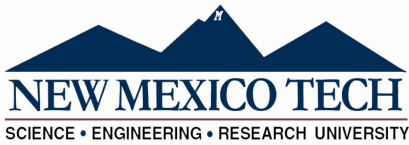


**Posted:** April 2, 2026



**LOCATED IN PLAYAS, NM**  
**POSITION ANNOUNCEMENT**

**TITLE: ADMINISTRATIVE SPECIALIST**

**DEPT: PRTC**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$16.00 - \$22.00

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: 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:**

The Administrative Specialist position is essential to the effective operation, coordination, and administrative management of the Playas Research and Training Center (PRTC). The position provides centralized oversight of administrative, financial, and operational processes that support the Center's mission, programs, and partnerships. Without this role, many of the Center's daily administrative functions and long-term planning activities would lack coordination, consistency, and accountability.

## **JOB FUNCTIONS:**

Prepares purchasing, travel, personnel, or related documents. Answers telephones, distributes mail, meets and greets visitors, and assists in some clerical functions; may arrange travel and meetings and coordinate key control.

Serves as or supervises personnel who serve as the initial point-of-contact with the administrative offices of the Center for individuals and organizations. Modes of contract include telephone, electronic media, and in person, and may be initiated with the Center or by others contacting the Center. Determine the purpose of visitors and callers contacting the Center and then provide the appropriate service or information directly or indirectly by referral to the correct staff member. All contacts must be made in a polite, professional, responsible, and friendly manner.

Financial Transactions: Sorts documents; codes, logs, and reviews for accuracy; matches supporting invoices to procurement documents; and verifies invoices for payment. Prepares routine entries. Researches processing problems, contacts departments and vendors to resolve problems and expedite payment, and responds to inquiries by telephone or in writing; refers complex problems for solution. Oversees housing assignments and rental schedules. Prepares invoices and JVs for housing, rental, and other cost center charges

Procurement: Assists in ordering, care, maintenance, and utilization of department equipment, supplies, and inventories. Work with vendors on required information. Serves as liaison for Center with purchasing department and other central offices related to procurement. May travel to pick up supplies.

Human Resources: Serves as the initial Center contact and coordinator on human resource department paperwork. Keeps up to date and is a resource for Center supervisory staff on the rules and procedures for recruiting, examining, selecting, and appointing staff including: full time permanent, part time, temporary, seasonal, cooperative students, volunteers, etc. May lead, guide, and train staff/student employees, and or interns performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.

Coordinates Property Management: Coordinates with Center staff, NMT, Customers, and others assigned property management responsibilities to facilitate property control.

Assists the Director: Provides administrative support to the director. Works on related projects and tasks as assigned by the director.

**REQUIRED QUALIFICATIONS:**

High School (or GED) level ability in spelling, grammar, composition and math. Proficiency with Microsoft Word, Excel, and Outlook, as well as Internet usage, is required. Must be able to deal professionally, pleasantly, and diplomatically with others.

**DESIRED QUALIFICATIONS:**

Must have at least 5 years of secretarial/administrative experience. Experience in purchasing, invoicing, and accounts payable is highly desired. Experience in creating and editing documents in Adobe Acrobat is highly desired. Completion of accredited secretarial training programs is desired.

**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	N

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 65%	Walking 10%	Pulling 1%
Pushing 1%	Lifting 1%	Stooping 5%	Kneeling 2%
Crawling	Climbing	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)