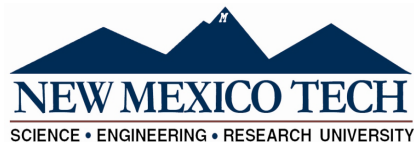


**Posted:** June 3, 2026



## POSITION ANNOUNCEMENT

**TITLE: ADMINISTRATIVE SPECIALIST/RECORDS CUSTODIAN**

**DEPT: ADMINISTRATION AND FINANCE**

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

**STARTING RATE or SALARY RANGE** \$45,760-\$52,000

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: 06/11/2026\*** 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:

Entry- to mid-level administrative role focused on executing defined tasks with accuracy and efficiency. This position provides advanced and specialized operational support for the department and serves as the primary coordinator for the institution's compliance with the New Mexico Inspection of Public Records Act (IPRA) and assists with the legal, banking, financial and investment operations of the VPAF office.

### JOB FUNCTIONS:

Administer and coordinate institutional compliance with the New Mexico Inspection of Public Records Act (IPRA). Serve as primary contact; receive, log, and track requests. Ensure statutory deadline compliance and coordinate with departments for record collection.

Review records for responsiveness and apply redactions consistent with exemptions. Utilize video and document redaction software (Adobe). Consult with General Counsel on complex or sensitive matters on IPRA requests.

Process purchase requisitions, travel authorizations, and reimbursement requests. Manage banking documentation, track expenditures, and reconcile accounts to ensure accurate financial records for the office.

Assist with division budget monitoring by providing financial summaries/reports to leadership. Support the tracking and documentation requirements of the office's investment and banking management functions.

Maintain departmental records, files, and keeps databases in compliance with retention policies. Ensure documentation of IPRA requests for audit readiness and legal defensibility

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Strong analytical judgment for applying exemptions and redactions. Strong organizational skills to manage multiple concurrent tasks and

statutory deadlines. Ability to interpret and apply institutional policies, financial guidelines, and administrative regulations. Professionalism and customer service skills for interacting with faculty, staff, and external visitors.

### **DESIRED QUALIFICATIONS:**

Bachelor's Degree. Knowledge of New Mexico Inspection of Public Records Act (IPRA). Ability to utilize video redaction software and Adobe. Familiar in office software or records management.

### **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	S

### **PHYSICAL DEMANDS:**

Standing 15%	Sitting 75%	Walking 10%	Pulling 5%
Pushing 3%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 2%	Climbing 2%	Reaching 5%	Other

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