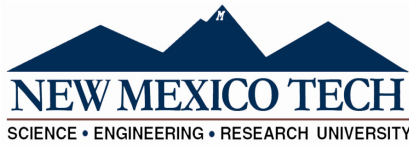


Posted: April 15, 2026



POSITION ANNOUNCEMENT

TITLE: BUSINESS ADMINISTRATIVE SPECIALIST

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$36,400 - \$41,860

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: 04/24/2026* 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:

Under general supervision, provides assistance to the management, control, and reporting of financial information for the Facilities Management Department. The Business Admin Specialist administers the weekly billing report to upload into Banner. Check reports for errors and correct problems in the billing report. Other job duties as assigned.

JOB FUNCTIONS:

Performs various functions depending on FM needs, including inventory control, internal audits, PM Work Orders, and Work Order System Maintenance Activities.

Garage Parts Order, PM Schedules, Water Records for NMT Wells

Maintains Fuel Pump Records and Audits

Maintains Bottle Gas System, including Billing, Auditing, and Customer Service

Weekly Close

Other Duties as assigned

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 2-5 years of progressive prior work experience Computer Knowledge. Excel. 10 Key Calculator. Accounting Knowledge

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 80%	Walking 10%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu