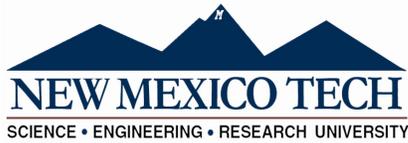


Posted: March 24, 2026



POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST DEPT: REGISTRAR

REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$15.50 - \$17.00

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: 04/02/2026* 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 administrative and operational support for the Office of the Registrar. Assists visitors (students, faculty, staff) with Registrar-related functions. Responds promptly and with courtesy to inquiries and requests of the Registrar's office.

JOB FUNCTIONS:

Greets and assists visitors, answers phones, and email (20-50 email/day).
Perform clerical duties (data entry).
Assist with record maintenance (filing, document requests & processing)
Transcript and letter processing.
Other duties as assigned.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Excellent customer service, communication, and interpersonal skills. Knowledge of standard office equipment (printer, scanner, fax, copier, etc). Basic computer skills including Microsoft Office and google workspace. Ability to prioritize tasks, manage time, meet deadlines and accomplish task despite interruptions, and interpret rules and regulations from written documents.

DESIRED QUALIFICATIONS:

Knowledge of Banner, Banweb, and Parchment. FERPA training.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 10%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu