POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I  
DEPT: CHEMICAL & PETROLEUM ENGINEERING

REG ☑  TEMP ☐  FULL TIME ☑  PART TIME ☐

STARTING RATE or SALARY RANGE $10.75
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*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 DUTIES:
Administrative and secretarial responsibilities for chemical and petroleum engineering such as office management. Form processing. Department record keeping. Liaison with Tech administration and services (purchasing, travel, etc.)

REQUIRED QUALIFICATIONS:
Must be able to read and comprehend instruction, write information and complete simple forms. High school or GED level ability in spelling, grammar, basic composition and math required. 3 years’ progressive experience required. Fluency in written and spoken English required. Secretarial skills required. Knowledge of Microsoft programs; excel, Word. Communication skills, oral and written required. Basic bookkeeping skills required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 098, Socorro, NM 87801-4796