POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: PRRC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $16.00-$19.36

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: January 6, 2023*

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 fundamental purpose of this position is the support of the Director, research staff, and administrative staff as well as the students and interns. This position will provide continuity and efficiency in the performance of general and specific office tasks.

JOB FUNCTIONS:
Provides high-level administrative support to research staff, and administrative staff as well as students and interns. Responds to and resolve administrative inquiries and questions, such as key control, inventory audit, work orders, etc.

Prepares and maintains documents and files for the Division; Manages Division records including personnel records, stipends, travel, leave forms, and various reports.

Handles purchasing for the Division, responsible for supplies and equipment ordering and requisitions. Approves and ensures timely processing of payment transactions.

Prepares, manages, and maintains all travels for PRRC staff and students, and ensures NMT’s travel policies are followed.

Initiated ePAFs, graduate contracts, and manages student records. Prepares and distributes memos and other correspondence such as Personnel Activity Reports (PAR). Support and assist with monthly Financial Certification Reports, Journal Vouchers, and vendor/subcontractor invoice payments.

Performs other general clerical and secretarial duties as requested, which may include recordkeeping, maintaining office supplies and coordinating equipment maintenance, and handling packages and correspondence.

Welcomes and directs visitors and clients.

Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:
Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Three (3) years secretarial experience. General office software, including excel and word. Strong oral & written communication skills. Strong interpersonal & organizational skills. Detail-oriented and professional. Ability to work independently and reliably.

DESIRED QUALIFICATIONS:
Bachelor's Degree. General accounting skills.
LIFTING REQUIREMENTS:

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Apply to: nmtjobapps@npe.nmt.edu