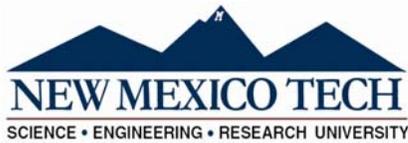


**Posted:** September 29, 2021



## POSITION ANNOUNCEMENT

**TITLE:** DATA ENTRY CLERK

**DEPT:** FACILITIES MANAGEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$12.25

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:** 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:

Enters and updates information such as schooldude work orders. Payments, purchasing information into schooldude, and labor data entry into school dude. Data entry including payments in Banner system. Also assist with budget codes in Schooldude System. This position will also assist with filing and archiving of records. Will also assist with payroll related duties when needed. Other job 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. Data entry into database or forms required. Excellent customer service skills required. Knowledge of Microsoft suite required. Banner skills desired.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 181, Socorro, NM 87801