

March 29, 2019



POSITION ANNOUNCEMENT

TITLE: DIRECT COST ADMINISTRATOR

DEPT: PRRC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$32,053- \$35,000

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:

This position will provide extensive administrative support to the Director, staff and students within the PRRC Division. Responsible for various clerical and routine administrative duties. Prepares, reviews and maintains document, files and records for various accounting requirements and processes while ensuring that all necessary documentation is obtained in accordance with NMT policy as well as State and Federal regulations. 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 travel for PRRC staff and students, and ensures NMT's travel policies are followed. Assists in monitoring costs and preparing reports. Arranges and organizes events and conferences as needed. Communicates with other NMT departments and outside organizations, as well as serving as the point of contact for department visitors.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school required, desired area of study, Accounting or business administration. Bachelor's degree desired. Minimum of five (5) years' administrative experience required. Knowledge of various computer programs and strong interpersonal skills required. Experience with insurance procedures and policies desired. Accounting or finance classes taken required. NMT policies, procedures and Banner system preferred.