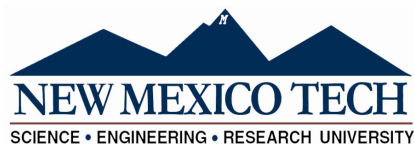


**Posted:** December 20, 2024



## POSITION ANNOUNCEMENT

**TITLE: ADMINISTRATIVE SECRETARY I**

**DEPT: PRRC**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$ 15.25 – \$18.44

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:** 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 primary purpose of this position is to support research staff, and administrative staff as well as the students and inters with student contracts, travel forms, purchases, and other administrative forms and functions. This position will also act as the point of contact for PRRC visitors. This position will provide continuity and efficiency in the performance of general and specific office tasks by cross-training certain duties of the Assistant to the Director, Deputy Director and the Associate Director of Operation and Finance.

### JOB FUNCTIONS:

Provide high-level administrative support to research staff, and administrative staff as well as students and inters. Respond 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 ePAF's 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.

Welcome and directs visitors and clients.

Performs other related duties as assigned.

## REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. 3 years of progressive work experience. General office software, including excel and word. Strong oral and written communication skills. Strong interpersonal and organization skills. Detail-oriented and professional. Ability to work independently and reliably. General accounting skills.

## LIFTING REQUIREMENTS:

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

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

## PHYSICAL DEMANDS:

Standing 20%	Sitting 40%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)