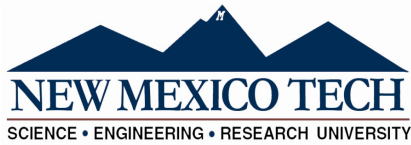


Posted: May 13, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I **DEPT:** MECHANICAL ENGINEERING

REG ☒ **TEMP** ☐ **FULL TIME** ☒ **PART TIME** ☐

STARTING RATE or SALARY RANGE \$15.00- \$17.25

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: 05/23/2025* 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:

Responsible for various secretarial, bookkeeping and administrative duties to support to staff, students, faculty, and other personnel associated with the department. Responsible for department record keeping; maintaining of departmental files; receiving, replying, and/or distributing mail/emails; typing forms and correspondence; process electronic forms and reports in the university databases, take minutes of department meetings. Maintain copier/scanner machine. Distribute and process all department purchase orders and invoices. Handling P Card, Schedule meetings, order and maintain department supplies.

JOBS FUNCTIONS:

Office Operations and maintaining office equipment and supplies, inter-offices communications. Students/Faculty support: various paperwork processing, record keeping, and other academic support. Purchasing and maintain P card. Supporting departmental events, and Alumni supports. Assistant to the Chair: class scheduling, data collection/keeping. Department specific needs related to Design Clinic teams, teaching laboratories, faculty research projects, and department initiatives.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Secretarial skills. Basic computer skills. Knowledge of Microsoft programs Word, Excel. Communication skills, oral, electronical and written. Basic bookkeeping 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	N

PHYSICAL DEMANDS:

Standing 25%	Sitting 25%	Walking 25%	Pulling 2%
Pushing 3%	Lifting 7%	Stooping 2%	Kneeling 2%
Crawling 1%	Climbing 2%	Reaching 6%	Other %

Apply to: nmtjobapps@npe.nmt.edu