

**Posted:** March 27, 2024



## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SPECIALIST II

**DEPT:** OFFICE OF THE PRESIDENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$44,720-\$50,960

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:** April 5, 2024\* 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:

This administrative position will primarily perform administrative functions as well as help plan and execute Presidential events for the university on behalf of the Office of the President. Travel, and evening and weekend work may be required of this position.

### JOB FUNCTIONS:

First point of contact for the president's office suite, greet/assist visitors, students, faculty and staff and maintain polite/professional appearance and communication via phone/email and in person at all times. Originate requisitions and process direct payments for invoices and reimbursements. File maintenance; generate reports and presentations, re-order supplies. Assist in organization of board of regents meetings and initiate travel reservations and travel requests for regents. Assist in organizing regent functions/events. Label and tab all regent meeting binders and compile regent meeting records for audit. Originate president's office staff travel requests and reimbursements. Organize/scan all docs going into president's monthly binder from the president's credenza. Assist in the maintenance of the president's calendar. Originate JV's as needed. Originate monthly p. cards statements and submit to purchasing office timely. Organize weekly meeting with supervisor to prepare for weekly events and prepare for the president's action items & work schedule. Process and track NMT Foundation reimbursements. Create and maintain office logs for all business office related paperwork. Generate monthly certifications for review and approval. Assist in university event planning. Support and assist other campus wide events (i.e., holiday party, commencement, golf tournament, faculty/staff convocation, etc.). Maintain president's office records binders for POs, DPs, travel, etc. Maintain office supplies inventory. Assist the regents, president, & executive assistant in any additional duties or university events that may occur at any time including after hours or weekends. In addition, any other duties as assigned.

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in Business Administration, Management or related field. Excellent written and verbal communication skills: This position works in close contact with the public, faculty and staff. Must be able to communicate courteously and effectively. Communication within the office is vital as well as we are a team and all events reflect upon our staff, the President and the university. Strong verbal and written communication skills needed. Must maintain a professional demeanor at all times and be able to effectively communicate to a wide variety of stakeholder. This is not required but being bilingual is an asset to this position. Proficient in Microsoft office suite and google suite. Excellent organizational skills with ability to multitask. Candidate must be able to analyze situations as they arise and be able to adjust accordingly to difficult or challenging situations. Must have 3-5 years progressive administrative experience. Excellent time, management, skills and

ability to prioritize work. Position requires scheduling and coordinating functions and dealing with problems that may arise and must be dealt with in a timely and professional fashion. The selected candidate will need to address allocation of resources and handle multiple priorities. Punctuality and attendance is critical to this position.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 15%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

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