

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: May 14, 2009

Deadline Date: Open Until Filled

Position: Administrative Secretary

Department: Social Work/Albuquerque

Rate: (Band 102) \$9.93/Hr.
Salary to commensurate with experience

Job Type: 12 months/Full-Time

FLSA: Non-Exempt

Reports To: Dean of Social Work

JOB SUMMARY: Under the direction and supervision of the Field Coordinator and Director of Social Work this position has a primary responsibility to complete any and all tasks given by the Field Coordinator. Provide secretarial support to the School of Social Work Senior Administrative Assistant. In addition, complete tasks assigned by the Field Coordinator pertaining to the Recruitment/Advisement department which will be coordinated between the Field Coordinator and the Recruiter/Advisor for the Rio Rancho Center.

DUTIES & RESPONSIBILITIES:

- Prepare travel requests and reimbursements for Field Coordinator.
- Create and maintain data base for field instructors, field agencies and students in practicum.
- Create mail merge databases.
- Assist in organizing field orientations.
- Assist in approving students for field practicum (preparing contracts, etc.).
- Organize and maintain necessary forms and completed paperwork for field practicum.
- Organize and maintain field agency files.
- Coordinate with main campus, CYFD stipend interviews.
- Alternate with Senior Administrative Assistant in taking, typing and distributing meeting minutes for faculty meetings and curriculum committee meetings.
- Distribute class rosters to faculty collect grade rosters, change of grade cards, incomplete grade forms and submit to the Office of the Registrar.
- Copy grade rosters for files and fax all grade rosters to the office of the Registrar.
- Distribute current information to all students via email and classroom presentations and provide general guidance and advisement to students.
- Provide secretarial support for the YDI-NMHU/SSW student training clinic.
- Create pamphlets, brochures and other informational documents for field education and the YDI-NMHU/SSW student training clinic.
- Provide support to Senior Administrative Secretary.
- At the discretion of the Field Coordinator provide support to Rio Rancho Center's Advisement and Recruitment department (which may include answering phone calls, creating databases, recruitment and providing general information to students).
- Answer and direct telephone calls, maintain office equipment.
- Maintains regular attendance.
- Performs other related duties as assigned by Field Coordinator or Program Director.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge in the operation of MS Word, MS Publisher, Access, Excel, Outlook and e-mail.
- Must have working knowledge of general office procedures.
- Ability to use and operate office machinery.
- Strong oral and written communication skills
- Ability to multi-task.
- Ability to organize and prioritize work.
- Spanish speaking a plus.

QUALIFICATIONS:

- **EDUCATION:** High School Diploma or GED.
- **EXPERIENCE:** Five (5) years experience in performing secretarial duties in an administrative office.

APPLICATION PROCEDURE: Interested applicants must submit 1) a letter of interest, 2) resume, 3) University Employment Application, 4) names/addresses/phone numbers of 3 professional references. Submit application materials to:

**New Mexico Highlands University
Human Resources
Adm. Secretary/SW Alb. Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: metrujillo@nmhu.edu

For disabled access or services, call (505)454-3242 or TDD# (505)454-3003. EOE.