

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

Posting Date: October 6, 2009

Deadline Date: Open Until Filled

Position: School Secretary/Field Education

Department: Social Work – Farmington Center

Rate: (Band 102) \$9.93/Hr. (Position is contingent upon funding)

Job Type: 12 months/Full-Time

***** This position is an evening position from 12pm to 9pm.
(Shift Differential pay of \$.15/Hr. will be paid in addition to start rate)**

FLSA: Non-Exempt

Reports To: Coordinator of Field Education

SUMMARY: This position is responsible for providing secretarial/clerical duties for the School of Social Work – Farmington Center.

DUTIES AND RESPONSIBILITIES:

- Maintain the data base for Social Work/ Field Practicum.
- Organize and maintain social work file.
- Assist administrative secretary in general day-to-day operation of office duties.
- Answer and direct telephone calls.
- Distribute information to students.
- Assist with Social Work Field Fair and graduation.
- Employee must maintain regular attendance.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- **Education:** High School Diploma or GED.
- **Experience:** 2 years experience in secretarial/clerical work.

EMPLOYMENT REQUIREMENTS

- Must be willing to work evenings, weekend, holidays or odd hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively, both orally and in writing.
- Skill in the use of Microsoft Office, specifically word and excel.
- Ability to use and perform preventative maintenance on office equipment.
- Knowledge of general office procedures.
- Ability to handle multiple duties.
- Ability to organize and prioritize work.

PHYSICAL DEMANDS

- Sitting.....Frequently
- Standing.....Occasionally
- Walking.....Occasionally
- Bending.....Occasionally
- Squatting.....Occasionally
- ClimbingOccasionally

- KneelingOccasionally
- Lifting/Carrying up to fifty (50) pounds..... Occasionally

WORK ENVIROMENT

- Work in normally performed in an office setting.

APPLICATION PROCEDURE: Interested applicants must submit a 1) a letter on interest, 2) University employment application. References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University
Human Resources
School Secretary – Farmington Center Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: metrujillo@nmhu.edu

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

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