

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

Posting Date: November 10, 2009

Deadline Date: Open Until Filled

Position: Receptionist/Data Entry Clerk

Department: Facilities Services

Rate: (Band 101) \$8.50/hr.

Job Type: 12 months/Full-Time

FLSA: Non-Exempt

Reports To: Office Coordinator

SUMMARY: This position is responsible for providing clerical office support.

DUTIES AND RESPONSIBILITIES:

- Duties involve routine and repetitive activity.
- Complex functions requiring independent judgment and knowledge in the specific area.
- Inputs and closes work orders.
- Answers telephone calls.
- Directs request and concerns to appropriate staff.
- Provides copies of documents and files documentation.
- Assists in coordinating tasks with staff.
- Assists in special projects.
- Scheduling and coordination of fleet management.
- Serves as receptionist for the front office and customer services.
- Performs a variety of manual tasks as required.
- Must fill in for work study students when they are not available, to include delivery of paperwork throughout campus.
- Must be willing to attend training sessions when asked or required.
- Must be a team players, have a service oriented and pleasant demeanor and be able and willing to work with a diverse group and diverse public.
- Must be flexible and able to handle an ever changing environment and multiple tasks with accuracy, professionalism, and courtesy.
- Training of work study students or other staff.
- Use of TMA and Infitime programs.
- Use of dispatch radio.
- Pick up, sort and distribute departmental mail.
- Data entry of critical motor pool journal entry charges to departments campus wide.
- Triage for a multitude of campus wide issues and problems that arise daily and require immediate resolution.
- Assist managers and Supervisors with time sensitive tasks.
- Maintains regular attendance.
- Performs other related duties as required.

PHYSICAL REQUIREMENTS:

- Lifting 0 to 25 pounds.....Frequently

- Lifting 26 to 50 pounds.....Frequently
- Lifting greater than fifty (50) poundsSeldom
- Standing.....Frequently
- Sitting.....Frequently
- Walking.....Frequently
- Bending.....Occasionally
- Squatting.....Frequently

KNOWLEDGE, SKILLS & ABILITIES:

- Skill in the use of Microsoft Office Products.
- Skill in telephone protocol.
- Ability to take and relay messages.
- Ability to type, file and proof read.
- Ability to follow written and verbal instructions.
- Ability to maintain confidentiality.
- Ability to work independently.
- Ability to work well with others.
- Ability to communicate effectively both verbally and in writing.

WORK ENVIROMENT

- Work is performed mostly in an office setting.

MINIMUM QUALIFICATONS:

- **EDUCATION**: High School Diploma or GED
- **EXPERIENCE**: 6 months of paid clerical experience.

EMPLOYMENT REQUIREMENTS:

- Must be willing to work evenings, weekends, and holidays and odd hours as required by the position.
- Must possess and maintain a valid New Mexico Drivers License.

APPLICATION PROCEDURE: Interested applicants must submit 1) a letter of interest and 2) University Employment Application to:

References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University
Human Resources
Search: Receptionist/Data Entry Clerk
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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