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

Posting Date: February 18, 2015
Deadline: Open Until Filled

Position: Administrative Assistant II
Salary Grade: 10

Job Type: 12 Months/Full-Time
Minimum Starting Rate: $11.36/hour

Reports to: CONECTADO Director
FLSA: Non-Exempt

SUMMARY: This position is responsible for providing secretarial/clerical support for the Title V, CONECTADO project.

DUTIES & RESPONSIBILITIES:
- Provide secretarial support for the CONECTADO team;
- Type draft letters, reports, forms and other material, of some difficulty, from notes or rough drafts;
- Compose correspondence in response to routine or basis inquiries;
- Receive, sort and distribute departmental mail and other documents;
- Maintain confidential and accurate records and files;
- Maintain inventory of office supplies;
- Answer routine questions;
- Serve as office receptionist, screen phone calls, greet visitors and route to appropriate personnel;
- Process travel requests, vouchers, purchase requisitions, check requests, and all other documents;
- Make travel and lodging arrangements;
- Assist with managing the budgets;
- Maintain regular attendance;
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:
- EDUCATION: High School Diploma or GED.
- EXPERIENCE: Two (2) years of experience in general clerical/secretarial work.

EMPLOYMENT REQUIREMENTS:
- Must possess and maintain a valid New Mexico Driver’s License.
- Must be willing to travel.
- Must be willing to work overtime as required.
- Continued employment is contingent upon grant funding.

WORK ENVIRONMENT:
- Work is performed in a typical interior/office work environment.
- Work with frequent interruptions.

KNOWLEDGE, SKILLS & ABILITIES:
- Knowledge in word processing and spreadsheet data bases.
- Knowledge of general office practices and procedures.
- Knowledge of routing office procedures.
- Excellent customer service skills.
- Excellent verbal and written skills.
- Ability to maintain effective working relationships.
- Knowledge of proper telephone etiquette.
PHYSICAL REQUIREMENTS:
• Repetitive hand motions and prolonged use of computer.
• Must occasionally lift and/or move up to forty (40) pounds.
• Sitting for extended periods of time.
• Kneel, bend and stoop.

WORK ENVIRONMENT:
• Work is normally performed in a typical interior/office work environment.
• Work with frequent interruptions.

APPLICATION PROCEDURE: Candidates must submit a university employment application.

References will be contacted in conjunction with on-campus interviews.

Submit application to:

New Mexico Highlands University
Human Resources
Administrative Assistant II - CONECTADO Search
Box 9000
Las Vegas, NM 87701

Application may be sent via email to: jobs@nmhu.edu

For disabled access or services, call (505) 454-3242 or hr@nmhu.edu

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