NEW MEXICO HIGHLANDS UNIVERSITY  
PUBLIC VACANCY NOTICE

Posting Date: February 20, 2015  
Deadline Date: Open Until Filled

Position: Senior Administrative Assistant  
Salary Grade: 11

Department: Office of Academic Affairs  
Minimum Starting Rate: $12.99/hour

Job Type: 12 months/Full-Time  
FLSA: Non-Exempt

SUMMARY: The incumbent in this position will be responsible for assisting with oversight of all aspects of operations in the Office of Academic Affairs; assist with maintenance of all records within the Office; and interact with faculty, students, and the general public for the purpose of providing services needed and required by all who contact the Office. Provide positive customer service.

DUTIES AND RESPONSIBILITIES:

• Work independently in meeting with students, faculty, and the public;
• Give information and answer inquiries about office operations and University procedures;
• Assist with preparation and dissemination of the Highlands Strategic Plan and all related tasks;
• Generate and distribute general communications (newsletter, social media);
• Assist with Faculty Development Week activities and year-round Faculty Development activities;
• Type reports, letters, forms and other materials;
• Prepare Honors certificates and process bulk mailings for Honors and Probations;
• Assist with management of VPAA’s calendar and travel preparations;
• Assist with generating reports for Board of Regents and external and campus constituencies;
• Prepare forms, requisitions, expense vouchers and related documents;
• Assist with checking documents for overall accuracy;
• Assist with upkeep of general office files;
• Assist with maintenance of office inventory;
• Operate office equipment;
• Open and route incoming mail;
• Maintain regular attendance;
• Perform related duties as required.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED  
Minimum of 24 college credits required

EXPERIENCE: Five (5) years general Clerical/Secretarial paid work experience

• PREFERRED:
  o Experience working with Ellucian Banner
  o Associate’s Degree in a Business related field

KNOWLEDGE, SKILLS & ABILITIES:

• Computer skills in word processing, spreadsheets and databases (e.g. Word, Excel, PowerPoint, Publisher, Outlook, etc.);
• Strong written and oral communication skills;
• Ability to make independent routine decisions;
• Considerable knowledge of English, grammar, spelling and business mathematics;
• Knowledge of general office practices and procedures;
• Ability to perform routine office management details;
• Ability to maintain effective working relationships with faculty, students, University community, and the general public.

PHYSICAL REQUIREMENTS:

- Lifting 0 to 20 pounds……………………………………………………….Occasionally
- Standing…………………………………………………………………………Frequently
- Walking………………………………………………………………………..Frequently
- Bending…………………………………………………………………………Frequently
- Squatting………………………………………………………………………..Frequently
- Climbing ……………………………………………………………………..Occasionally
- Kneeling ……………………………………………………………………..Frequently
- Repetitive hand motion…………………………………………………..Frequently
- Prolonged use of computer-----------------------------------------Frequently

WORK ENVIRONMENT:

• Work is in an indoor/office setting
• Work with frequent interruptions.

APPLICATION PROCEDURE: Interested candidates must submit a University Employment Application and copies of unofficial transcripts.

References will be contacted in conjunction with interviews. Official transcripts should be sent in upon acceptance of the interview.

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

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

For disabled access or services call 505-454-3242 or email hr@nmhu.edu

NEW MEXICO HIGHLANDS UNIVERSITY IS AN EEO EMPLOYER