NEW MEXICO HIGHLANDS UNIVERSITY
PUBLIC VACANCY NOTICE

Posting Date: March 18, 2015

Position: Administrative Assistant II

Department: CESDP/Espanola, NM

Job Type: 12 Months/Full-Time

Deadline Date: Open Until Filled

Salary Grade: 10

Minimum Starting Rate: $11.36/hour

FLSA: Non-Exempt

Reports To: Director of CESDP

SUMMARY: This position is responsible for providing advanced secretarial support to the CESDP program in the Espanola office.

DUTIES & RESPONSIBILITIES:

- Coordinates the processing of paperwork between several offices;
- Maintains organization within the office to include inventories and supplies;
- Receives and routes phone calls, visitors, and provides information regarding Center functions and program specific initiatives;
- Skillfully handles complaints and inquiries by students, professional staff, and other support staff;
- Assists in creating and proofreading various reports and brochures that involves thorough knowledge of varied publishing programs;
- Performs various secretarial and administrative support functions for director, supervisors and staff;
- Schedules appointments and meetings and takes lead in scheduling and preparing for meetings;
- Prepares materials for classes and meetings;
- Assists in conference planning, implementation, and prepares correspondence for staff;
- Maintain regular attendance;
- Perform other duties as assigned;

MINIMUM QUALIFICATIONS:

- EDUCATION: High School Diploma or GED.
- EXPERIENCE: Two years (2) experience in general clerical/secretarial work.
  - PREFERRED: Associate Degree in any field
  - Experience working with InDesign software application

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.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge in Microsoft Word, Publisher, Excel and spreadsheet databases;
- Knowledge of general office practices and procedures;
- Knowledge of routing office procedures;
- Knowledge of computers, office equipment and computer programs;
- Ability to maintain effective working relationships;
- Knowledge of proper telephone etiquette;
• Ability to interact appropriately with graduate students, support staff, and professional staff;
• Ability to communicate both orally and in writing at a high level;
• Ability to utilize independent judgment;
• Ability to work with minimal direction and supervision;

**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, reach and stoop;
• Walking for extended periods of time;

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

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

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
Administrative Assistant II (Espanola) 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

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