



Want to work for a University Worth Discovering?

WESTERN NEW MEXICO UNIVERSITY
IS RECRUITING FOR AN
NeTL EXECUTIVE SECRETARY
SCHOOL OF EDUCATION
(Job Code 442/Full-Time/Non-Exempt)

“RE-ADVERTISED”

RESPONSIBILITIES: Under direction of the Dean of the School of Education, provides administrative and secretarial support to the Dean to assist in the smooth and effective operations and dissemination of information for the SOE NeTL Program. Provides information and answers questions about the School of Education NeTL Program to students, faculty, university staff, and the general public within the scope of delegated authority; researches and resolves problems, but refers complex and critical issues to the Dean of the School of Education for review; transcribes minutes of NeTL meetings; initiates, composes, and types a variety of internal and external NeTL correspondence to businesses, vendors, local and state officials/agencies; prepares purchase requisitions for supplies, equipment, furniture, and materials for NeTL; coordinates and secures all travel arrangements for NeTL personnel including transportation, meals, and lodging in accordance with established policies; reviews, monitors, and closes-out all NeTL budgets on a monthly basis; maintains and archives confidential NeTL faculty contract files; assists in the preparation of accreditation documents, documents room, and other duties as assigned in preparation for accreditation; some travel may be required; runs NeTL student enrollment reports, and performs other duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS AS FOLLOWS: Knowledge of the principles and practices of office management; personal computer word processing; bookkeeping functions, practices and procedures; and of the School of Education’s mission, goals, objectives, policies, procedures, and standards. Skill in the operation of a variety of office equipment including personal computer, calculator, telephone, copier, and fax machine; communicating courteously and professionally; establishing and maintaining effective working relationships with a variety of community members, students, parents, staff and faculty; following complex oral and written instructions, policies, and procedures; working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information; researching, compiling and preparing reports and related information; preparing a variety of records, reports (i.e. Title II; AACTE/NCATE) and correspondence; and in establishing and maintaining filing and record systems.

MINIMUM QUALIFICATIONS: High School Diploma or GED equivalent required with experience equivalent to five years full-time administrative/secretarial support work OR completion of a post high school program in Office Management, Bookkeeping, or closely related field may substitute for one year of the required experience.

PREFERRED QUALIFICATIONS: Bachelor’s degree preferred. Experience with money management and bookkeeping, Banner SCT, Microsoft Office and spreadsheets; proven skill in communicating courteously and professionally with the public; excellent customer service skills; clerical experience in higher education and/or public education. Proficiency in Spanish and experience with diverse groups.

RATE OF PAY: \$10.50 Hourly

TO APPLY: Submit a WNMU application, resume, and five references with addresses and telephone numbers to: Western New Mexico University, Human Resources Department, P.O. Box 680, Silver City, NM 88062 (the Human Resources Department is located in the Juan Chacon Building, Room 105).

The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.htm>.

Review will begin on Monday, November 2, 2009 and continues until filled.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU’s mission. Women and minorities are encouraged to apply. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**