

Job Opening: Records Tech I, Part-time, in Pro Tech Division  
Hours: 4:00 PM - 8:00 PM, Monday through Thursday  
(hours are subject to change when no classes are scheduled)  
Salary: \$8.55 per hour

General Duties: Assist Division Head Secretary with receptionist duties such as answering the telephone and taking messages; typing labels; using word processing and spreadsheets; compiling data with use of a scanner; sorting and filing materials; creating files; receiving and sorting incoming mail; making photo copies; sending fax messages; assisting faculty and students; and performing related work as assigned in order to support the efficient operation of the Pro Tech Division.

Supervision Received: Works under immediate supervision of an administrative supervisor.

Skills: Use of computer (MS Word & Excel), typewriter, copier, fax machine, calculator, telephone, good organizational skills

Abilities: Ability to maintain basic clerical records and prepare reports from such records; understand and follow oral instructions and procedures; establish and maintain effective working relationships with other employees and the public.

Education: Graduation from or enrollment in an accredited two (2) year secretarial program OR any equivalent combination of education and experience which provides the above knowledge, skills, and abilities.

To Apply: Contact Diana Calkins, 439-3670, in the Pro Tech office, Room TE 122 for an application or visit <http://alamo.nmsu.edu/personnel/> and scroll to the Employment Application Form link. Return application and resume to Ms. Calkins.