

Posting Preview

Posting Details	
Posting Number:	0826714
Position Title:	Dept Administrator A1
Position Type:	Staff
Appointment Type:	Staff - Regular: Full Time
Working Title (if applicable):	Dept Administrator A1
Department	Philosophy Department
Salary Grade	12
Salary:	\$2,915.47 min to \$3,916.66/mo depending upon experience
Work Location:	UNM Main Campus (Abq)
Position Summary:	<p>The Department of Philosophy is seeking a self-motivated, highly organized, service-oriented individual with administrative and supervisory experience to serve as the Department Administrator in our small but very busy academic department.</p> <p>The Department Administrator's primary responsibility is to oversee the fiscal management of the department and the hiring of staff and faculty. The Department Administrator is also responsible for providing administrative support to the department by communicating university policy to faculty and students; scheduling courses; coordinating departmental events and faculty travel; and training and supervising department staff. The Department Administrator works closely with the department Chair to carry out the mission of the department, and must be able to interact effectively with faculty, staff, students, other University departments, and public entities. The Department Administrator also works extensively with the Banner Financial System.</p> <p>These duties call for a candidate who is self-motivated and highly organized, has excellent interpersonal and communication skills, can work effectively with diverse groups of people, has excellent computer proficiency, gives attention to detail, and has comprehensive knowledge of university policies and procedures.</p> <p>This is a full-time benefits eligible position.</p> <p>This is a benefits eligible position. The University of New Mexico provides a comprehensive package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependent education programs. See the Prospective Employee page for a more complete explanation of UNM benefits.</p>
Minimum Qualifications:	<p>High school diploma or GED; Directly related management expertise in fiscal services, administration, and human resources gained through either 2 years of equivalent-level work experience OR completion of the UNM Management Academy.</p> <p>At least 2 years of additional work experience that can be demonstrated to be applicable to the duties listed on the job description.</p>
Preferred Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree

	<ul style="list-style-type: none"> • Comprehensive knowledge and demonstrated successful application of personnel policies and procedures for faculty, staff, and students at UNM. • Minimum 2 years' experience administrating in an academic department or program at UNM. • Demonstrated successful supervisory skills. <p>Experience with:</p> <ul style="list-style-type: none"> • The Microsoft Office Suite, especially with Word and Excel. • The Banner Financial System, or a system of similar complexity. • Hiring faculty, temporary part time faculty, staff, and students. • Course scheduling and catalog maintenance. • Supervising, managing, and training staff.
Posting Date:	08-20-2014
For Best Consideration:	09-03-2014
Closing Date:	Open Until Filled
Application type required for this position:	Staff/UNMTemps Employment Application
Additional requirements for this position:	
Required Applicant Documents:	Resume Cover Letter
Optional Applicant Documents:	
Special Instructions to Applicants:	In the cover letter of no more than two double-spaced pages, (a) briefly explain your qualifications for this position and (b) briefly describe the success you have had serving as a supervisor.; If contacted for an interview, you must provide at least three supervisory references; if chosen as a finalist, you must provide your high school diploma or official transcripts of your highest degree received.
Term Appointment End Date (For Staff Only):	
Posting Type:	Competitive
Posting Department Website:	
Institutional Commitment:	The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other protected class.
Exempt/Non-Exempt	Exempt