



EMPLOYMENT OPPORTUNITY

<p>POSITION:</p> <p>START DATE:</p> <p>SALARY:</p>	<p>Administrative Assistant NM Workforce Connection- Eddy County</p> <p>November 16, 2009</p> <p>Grade 5, Step 7 \$20,128</p> <p>Generous benefit package available. <i>(Offer of employment contingent upon funding)</i></p>	<p>To Apply: Send letter of interest, resume, list of five (5) references, transcripts and ENMU application to: ENMU-Ruidoso President Attn. Beth DeFoor Executive Assistant 709 Mechem Drive Ruidoso, NM 88345</p> <p>Review of applicants begins November 9, 2009. Position open until filled.</p> <p><i>Facsimiles or electronically mailed applications will not be accepted or considered.</i></p>
<p>REQUIRED QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • High school graduation or equivalent certification and three years responsible secretarial/clerical experience is required. • Associate of Arts degree in office management or related degree may be substituted for up to two years of the required experience. 	
<p>PREFERRED QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • Excellent oral and written communication, interpersonal, and organization skills. • Excellent computer and office skills • Ability to establish good professional relationships with employers, clients and diverse populations. • Ability to function in a fast-paced multi-agency environment. 	
<p>RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Responsible for administrative support to the Career Development Specialist (CDS) Supervisor and the Director of Workforce Development. • Must be well informed about various policies and guidelines governing the Temporary Assistance for Needy Families (TANF) and Workforce Investment Act (WIA) programs. • Maintain strict confidentiality • Responsible for data entry in two databases. • Assist with preparing monthly, quarterly, and annual reports. • Compose and type routine correspondence • Assist CDS with file management • Maintain personnel files and records • Order supplies and maintain inventory of office equipment and supplies • Prepare purchase orders and other university documents • Other related duties as assigned. 	
<p>BENEFITS:</p>	<ul style="list-style-type: none"> • Group health, dental and vision insurance, group life insurance, state educational retirement, worker's compensation, and unemployment compensation. Employee or spouse class tuition waiver. 	

*Offer of employment contingent upon verification of individual's eligibility for employment in United States, and pass a pre-employment background check.
ENMU-Ruidoso is an affirmative Action and Equal Employment Opportunity Employer.*