

## **Transportation Department Assistant**

**Posting Date:** 8/8/2024

**Classification:** Work-study

**Description:** Work responsibilities will include but is not limited to:

### Responsibilities

- Filing and updating documents and records
- Registering students for upcoming classes
- Perform other duties as assigned

### Qualifications

- Ability to multitask and prioritize objectives to meet deadlines
- Experience working with and organizing personal and sensitive information
- Intermediate or advanced proficiency with Microsoft Office Suite
- Work experience using database and data entry software

**Qualifications:** Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with students, staff and faculty.

**Pay Rate:** \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

**To Apply:** To schedule an interview, please contact Jamie Patterson 575-492-2651 or Sylvia Alves 575-392-5544

**Application Deadline:** Open until filled