

## **ABE assistant**

**Posting Date:** 8/1/2018

**Classification:** Work-study

**Description:** Primary responsibilities shall be, but are not limited to the following: 1) Excellent customer service skills, 2) assist students; 3) answer the telephone; 4) answer questions regarding ABE programs; 5) copy and file documents; 6) perform requested clerical duties; 7) Any and all duties as assigned by the supervisor; 8) work closely with staff and students to maintain a welcoming atmosphere; 9) Confidentiality is required in this position.

**Qualifications:** Student 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 as the ability to maintain a friendly attitude and work effectively with student, staff and faculty. **Bilingual is REQUIRED.**

**Pay Rate:** \$7.50 per hour and up to 20 hours per week, as is approved through financial aid.

**Application Deadline:** Open until filled

**To Apply:** To schedule an interview, please contact Kathleen Ferrell 575-492-2630 or come by the Ben Alexander Center suite 205.

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