

Business Office

Posting Date: 8/1/2018

Classification: Work-study – Scanning/File Clerk

Description: Filing, pick-up mail and deliver to office personnel, scan documents, mail checks, store documents at the end of the fiscal year and other assigned duties.

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 students, staff and faculty.

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 Amy Solano in Accounts/Payable at 575-492-2775.

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