

Counseling Office

Posting Date: 8/1/2017

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following: 1) Excellent customer service skills, assisting students and answering the telephone; 2) Filing paperwork, taxing, scanning, and copying documents; 3) Perform clerical duties; 4) Confidentiality is required in the position; 5) Entering ACT, SAT, Accuplacer, and Compass Test Scores into Banner; 6) Work closely with Counselors, Faculty and Staff; 7) Water plants; 8) Any and all duties as assigned by the supervisor and counselors; 9) Pick up and distribute mail daily; 10) Make sure printers have paper.

Qualifications: Student have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled in at least 6 credit hours in the fall and the spring sessions and 3 credit hours in the summer session. 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. Computer proficiency 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 Sonya Agnew 575-492-257 or come by the Counseling Office in Ben Alexander Student Learning Center.

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