

NMJC Foundation

Posting Date: 8/1/2018

Classification: Work-Study

Description: Primary responsibilities shall be, but are not limited, to the following: (1) support staff of the NMJC Foundation with various assignments; (2) retrieve and deliver daily mail; (3) perform requested clerical duties and general office tasks; (4) filing, copying, and scanning of various business documents; (5) be able to make business calls with professional and appropriate phone etiquette (6) any and all duties as assigned by the Executive Assistant to the Vice President of Institutional Effectiveness and Foundation Accountant; (7) work closely with staff and students to maintain good customer service and a positive demeanor; (8) Confidentiality is required in this position.

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 as well as the ability to maintain a friendly attitude and work effectively with students, staff, and faculty. Willingness to learn new skills and computer proficiency is required. Must be able to lift 25-50lbs.

Pay Rate: \$7.50 per hour for up to 20 hours per week Must be able to work 20 hours per week M-F during the hours of 8am-5pm. (Schedule is flexible to accommodate school hours.)

Application Deadline: Open until filled; 1 position available.

To Apply: To schedule an interview please contact Valerie Onsurez Gauna at 492-2780 or come by NMJC Foundation Office, John Shepard Administration Building, Rm. 111.