

Recruiting

Posting Date: 8/1/2018

Classification: Work-study

Description: Student must be detail oriented and possess sound customer service skills. Duties may include data entry, giving tours of the campus, answering phone calls, recruiting events and overall customer service. Microsoft Office experience is required, and ability to learn new programs

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.

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 Taylor Novak 575-492-2579

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