

## **Student Life Assistant**

**Posting Date:** 8/1/18

**Classification:** Work-study

This position supports the operations and activities of the Student Life department at New Mexico Junior College under the direction of full-time Student Life staff. Individual work assignments and schedules may vary depending on departmental needs.

**Description:**

- Serves as a role model for other students, demonstrating professionalism and customer service skills
- Supports Student Life programs and services
- Interacts in a positive manner with faculty and staff
- Helps to educate students concerning departmental and institutional policies and procedures
- Helps to facilitate an environment that allows students to meet their academic and life goals
- Other duties as assigned

**Qualifications:** Student must be punctual and reliable. Student must have customer service skills and an interest in interacting with people. 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 Marisol Arenivas 575-492-2580 or Norma Paz 575-392-5366 or come by the Ben Alexander Game Room.

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