

## **Cosmetology**

**Posting Date:** 1-18-2022

**Classification:** Work-study

**Description:** Individual will be responsible for basic office duties and assisting in our new location as needed. This includes filing paperwork, making copies, organizing products and taking inventory of products, helping set up client salon front desk, coordinating with IT on operation of teaching tools and their operation, supervising clock-in and clock-out of students, and running errands on campus.

**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 must have computer and organization skills, and correct telephone etiquette.

**Pay Rate:** \$11.50 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 Andrea Lindner 575-492-2852.

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