

Adult Education Assistant

Posting Date: 6/5/2023

Classification: Work-study – 1 position

Description: Primary responsibilities shall be, but are not limited to the following: 1) Excellent customer service skills, 2) assist students; 3) answer the telephone; 4) answer questions regarding AE programs; 5) copy and file documents; 6) perform requested clerical duties; 7) Any and all duties as assigned by the supervisor; 8) work closely with staff and students to maintain a welcoming atmosphere; 9) Confidentiality is required in this position.

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. **Bilingual is REQUIRED.**

Pay Rate: \$12.00per 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 Kathleen Ferrell 575-492-2630 or come by the Downtown NMJC Adult Education building at 109 S. Dalmont, Hobbs.

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