

Athletics – Office Assistant

Posting Date: 6-5-26

Classification: Work-study

Description: Student worker will assist with day-to-day errands like retrieving mail from the mail room and running documents across campus if needed. Helping with locating and documenting inventory. Some physical labor will be required as we will be rearranging and cleaning out storage and other spaces in Caster. Assisting our SID tag photos on Presto. Organizing and cleaning weight room equipment.

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 and the ability to maintain a friendly attitude and work effectively with students, staff and faculty.

Pay Rate: \$12.00 per hour and up to 18 hours per week, as approved through financial aid.

To Apply: To schedule an interview, please contact Kayla Weaver 575-492-2739.

Application Deadline: Open until filled