

Continuing Education Assistant

Posting Date: 5/18/2026

Classification: Work-study

Description: Primary responsibilities shall be but are not limited to the following: Student will be required to do some heavy lifting, learn to operate production copiers, answer phones, take deliveries to each class, pick up department orders, and drive a golf cart. The student worker position is being requested to provide operational and administrative support for the department's daily functions. This role is essential to maintaining efficient communication, organization, and classroom readiness while allowing me to focus on instructional and departmental responsibilities.

The student worker will assist with answering and directing phone calls, responding to messages, and providing general front-office support to students, faculty, and visitors. They will help maintain organized communication by monitoring inquiries and ensuring messages are relayed promptly and accurately.

Additional responsibilities will include assisting with inventory management by tracking supplies, organizing materials, restocking items as needed, and helping maintain accurate inventory records. The student worker will also support classroom setup by preparing instructional spaces before classes, organizing equipment and materials, and assisting with cleanup and reset after activities or events.

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 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Cruz Castillo 575-492-4707 or Shania Cantu 575-492-4714

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