

## **Career Center Assistant – 1 position**

**Posting Date:** 1/11/2024

**Classification:** Work-study

**Description:** Work responsibilities will include but is not limited to:

- Assist with sign in and out of the career center;
- Help maintain job postings and advertisements;
- Assist with organizing, setting up, and running workshops;
- Assist with calling employers to follow up on job postings;
- Assist with following up with businesses after job shadowing opportunity;
- Assist with searching for businesses for job shadowing;
- Assist patrons with basic computer needs and job search information; and
- Assist with advertising efforts for workshops and other 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.

**To Apply:** To schedule an interview, please contact Dawna Burton 575-492-2737.

**Application Deadline:** Open until filled