

Cosmetology Assistant

Posting Date: 8/3/2026

Classification: Work-study– Fall 2026

Description: Individual will be responsible for basic office duties, assisting front Salon desk, salon assistant duties This includes filing paperwork, making copies, organizing products and taking inventory of products, helping set up client salon front desk, scheduling appointments, submitting client service tickets, coordinating with IT on operation of teaching tools and their operation, supervising clock-in and clock-out of students, and running errands on campus. Helping Director guest servicing and scheduling in-person interviews. Helping prepare Board paperwork and packets. Assisting Director in scheduling in-person interviews for prospective students. As well as participating in Cosmetology department events. Schedule is subject to change.

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: \$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 Joni Ochoa 575-492-2689 or 575-602-3376

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