Human Resources Student Worker

Posting Date: 11/3/2026

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following: Assist Human Resource staff with hiring processes. Confidentiality and accuracy are required of this position.

Qualifications: The Human Resources Student Worker shall be responsible to the Assistant Director of Human Resources. The duties and responsibilities of the Human Resources Student Worker shall be, but not limited to, the following:

To satisfactory perform the job of Human Resources Student Worker for New Mexico Junior College. General duties and responsibilities:

- Greet everyone in a professional manner;
- Always be courteous and friendly;
- Collect mail when you start and when you leave for the day;
- Sort department mail daily;
- At times may run errands on campus;
- Make copies as needed;
- File/Scan general personnel files and other miscellaneous files daily;
- Assist all employees in the HR Department;
- Remember that all Human Resources material is confidential and must remain that way;
- Accept other duties as assigned by the department employees;

Understand basic office procedures, proficient in Microsoft Word and Excel and practice confidentially at all times. Candidate should have excellent people skills as the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: $12.00 per hour and up to 20 hours per week, as approved through Financial Aid.

To Apply: Contact Melanie Garcia 575-492-2797

Application Deadline: Open until filled.