

NMJC Foundation Assistant

Posting Date: 5-20-26

Classification: Work-Study

Description: Primary responsibilities shall be, but are not limited to, the following: (1) support staff of the NMJC Foundation with various assignments; (2) retrieve and deliver daily mail; (3) perform requested clerical duties and general office tasks; (4) filing, copying, scanning/naming confidential business documents; (5) be able to make business calls with professional and appropriate phone etiquette (6) any and all duties as assigned by the NMJC Foundation staff; (7) work with staff and students to maintain good customer service and a positive demeanor (8) confidentiality is required in this position (specifically, with summer months, support the execution of the NMJC Foundation Golf Tournament and supporting NMJC Foundation with scholarship paperwork/delivery to mail/organizations.)

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled in at least 6 credit hours. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as well as the ability to maintain a friendly attitude and work effectively with students, staff, and faculty. Willingness to learn new skills and computer proficiency is required. Must be able to lift 25-50lbs.

Pay Rate: \$12.00 per hour for up to 20 hours per week Must be able to work 20 hours per week M-F during the hours of 8am-5pm. (Schedule is flexible to accommodate school hours.)

Application Deadline: Open until filled; 1 position available.

To Apply: To schedule an interview please contact Amanda Baker at 492-2785 or come by NMJC Foundation Office, John Shepard Administration Building, Rm. 111.