

Outreach & Engagement – 1 position

Posting Date: 1/23/2025

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited, to the following: (1) support staff of the NMJC Outreach & Engagement Department with various assignments; (2) retrieve and deliver daily mail; (3) perform requested clerical duties and general office tasks; (4) filing, copying, and scanning of various business documents and photos; (5) be able to make business calls with professional and appropriate phone etiquette (6) be willing to learn about camera/audio/visual equipment and etiquette (7) may be in front or back of the camera lens (8) be comfortable with meeting new people on campus and have a welcoming attitude (9) any and all duties as assigned by the NMJC O & E staff; (10) work with staff and students to maintain good customer service and a positive demeanor; (11) Confidentiality may be required in this position, depending on the task.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid. Work hours are M-F between 8am-5pm. Schedule cannot conflict with course schedule.

To Apply: To schedule an interview, please contact Valerie Onsurez Gauna 492-2780 or come by the NMJC O & E Department, John Shepard Administration Building, Rm. 111.

Application Deadline: Open until filled