

## **Registrar's Office Assistant**

**Posting Date:** 5/22/2024

**Classification:** Work-study-- Summer begins June 10, 2024 through July 31, 2024

**Description:** Primary responsibilities shall be, but are not limited to the following: Filing, typing, answering telephones, scanning and assisting students with registration.

**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 student, staff and faculty.

**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 Joseph Flotte 575-492-2573

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