

Student Life Assistant – Fall Semester

Posting Date: 8/17/2026

Classification: Work-study – 7 positions

Description:

- Serves as a role model for other students, demonstrating professionalism and customer service skills;
- Supports Student Life programs and services;
- Interacts in a positive manner with faculty and staff;
- Helps to educate students concerning departmental and institutional policies and procedures;
- Helps to facilitate an environment that allows students to meet their academic and life goals;
- Other duties as assigned; and
- Assist with and participate in student activities and set up.

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 students, staff and faculty.

Physical Requirements: The employee must be able to perform the essential functions of the position with or without reasonable accommodation. Duties may require:

- Lifting, carrying, pushing, and pulling materials weighing up to 30 pounds.
- Frequent bending, stooping, squatting, kneeling, and reaching above shoulder level.
- Ability to work in varying environmental conditions, including indoor and outdoor settings.

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 Ciera Rojo (575) 392-2580.