

Transportation Assistant

Posting Date: 7/31/2026

Classification: Work-study

Description: Work responsibilities will include but is not limited to: Filing and updating documents and records. Registering students for upcoming classes. Perform other duties as assigned. Student must have ability to multitask and prioritize objectives to meet deadlines. Prefer experience working with and organizing personal and sensitive information. Have intermediate or advanced proficiency with Microsoft Office Suite. Prefer work experience using database and data entry software

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.

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 Jamie Patterson 575-492-2651 or Sylvia Alves 575-392-5544