

Western Heritage Museum/Lea County Cowboy Hall of Fame – Kiosk Assistant

Posting Date: 7/30/2025

Classification: Work-study – Fall 2025 Semester

Description: Primary responsibilities shall be, but are not limited to the following: 1) Work during normal Museum hours (Sun-Sat 9:30 am-5 pm), extra hours and/or evening events scheduled in advance as needed; 2) Open and close the Museum following the provided guidelines; 3) Greeting customers and customer service; 4) Able to handle money; 5) Computer skills, POS (training provided for the POS system); 6) Work well with others to set up and tear down tables and chairs for events; 7) Assist with Museum Store merchandise inventory, set up, and sales; 8) Assist Museum staff with daily routines such as prepare mailings, prepare event activities, assist with tours, family days, and summer camps; 9) Other duties as assigned.

Qualifications: Student 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 as the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$12.00 per hour and up to 18 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Maria Juarez or 575-492-2793.

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