

Workforce Development – Healthcare Trainings Work Study

Posting Date: 7/31/2026

Classification: Work-study

Position Description: The duties and responsibilities of the Work Study shall be, but are not limited to the following:

- Provide front desk and reception support by answering phone calls, assisting with student inquiries, directing students to appropriate departments, and helping with registration and payment processing.
- Assist with event and program preparation, including room setup and reset, event logistics, healthcare training events, and Workforce Development activities.
- Perform general office and administrative duties such as filing paperwork, making copies, printing materials, preparing course materials, and maintaining the information desk.
- Help maintain office and hospitality areas by restocking supplies, refilling coffee, and ensuring workspaces are organized and ready for use.
- Complete additional departmental projects, office tasks, and other duties as assigned by the supervisor.

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 Betsabe Salcido 575-492-4711.