

Workforce Development – Oil & Gas

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:

- Assist with the setup and preparation of upcoming classes and training sessions.
- Answer incoming phone calls when staff are unavailable and provide basic assistance.
- Take and relay phone messages accurately and promptly.
- File and organize paperwork and departmental records.
- Organize and maintain storage closets and supply areas.
- Deliver outgoing mail to the mailroom.
- Pick up materials and orders from the bookstore as needed.
- Perform other duties as assigned.

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 Jerry Morris at 575-492-2649 or jmorris@nmjc.edu.