

Workforce Development – Work Study

Posting Date: 7/31/2026

Classification: Work-study

Position Description: The Work Study shall be responsible to Vice President of Workforce Development . The duties and responsibilities of the Work Study shall be, but are not limited to the following:

Student will help File paperwork, answer phone calls, help direct students to appropriate department as well as processing registrations/ Payments, help with setups for events. Making copies, refilling coffee ,printing and refilling information desk, resetting rooms from previews events/ classes and any other request from supervisor.

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 Elia Ramirez 575-492-4710.