

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

Posting Date: 8/9/2022

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following: 1) Work during normal Museum hours (Tues-Sat 10am-5pm and Sun 1-5pm), 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), photography and photo editing (will train on green screen system); 6) Work well with others to set up and tear down for exhibits and 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; 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: \$11.50 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 Erin Anderson, eanderson@nmjc.edu or 575-492-2681.

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