

## **Enrollment Management**

**Posting Date:** 5/19/2023

**Classification:** Work-study

**Description:** Student must be detail oriented and possess sound customer service skills. Duties and responsibilities may include but are not limited to data entry, giving tours of the campus, recruiting events, info request packets, organizing storage/vault, assisting students with any needs and/or questions, help desk duties that include answering incoming phone calls and emails, admission packets, giving campus tours and overall customer service, Microsoft Office experience is required, and ability to learn new programs

**Qualifications:** Student have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled in at least 6 credit hours in the fall and the spring sessions and 3 credit hours in the summer session. 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 20 hours per week, as is approved through financial aid.

**Application Deadline:** Open until filled

**To Apply:** To schedule an interview, please contact Abel Lujan at 575-492-2579

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