

Testing Center Assistant

Posting Date: 1/19/2023

Classification: Work-study

Description: Student workers will assist students with information regarding the Testing Center such as hours, appointments, and exam information. Student workers will identify proper picture ID, remind students of the Testing Center rules before entering the Testing Center, and signing students into the testing center. Other duties may include phone calls, picking up mail, and locking and monitoring personal belongings while students are testing.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. **Students must be a NM resident and qualify for need-based work-study as determined by the office of financial aid.** Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with students, staff and faculty.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

To Apply: To schedule an interview, please contact Apiphany Iglesias 575-492-2591.

Application Deadline: Open until filled