

Athletics – Office Assistant

Posting Date: 1/16/2024

Classification: Work-study – 1 position

Description: Student worker will help with daily mail (sending and receiving), Gameday operations, photography, help get things organized for the upcoming seasons and other duties assigned by assistant athletic director, sports information director or athletic director.

Qualifications: Student must 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 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 approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Melissa Leake 575-492-2740.

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