

Workforce Development – Automation and Industrial Systems Work Study

Posting Date: 8/1/2024

Classification: Work-study

Description Position Description: The Work Study shall be responsible to the Director of Automation and Industrial Systems. The duties and responsibilities of the Work Study shall be, but are not limited to the following:

1. Act as receptionist, answer telephone, and wait on customers in a courteous and helpful manner and be of service to the public with a positive attitude
2. Work with department personnel to correctly prepare and submit documents related to the people, students, programs, course enrollment, special activities and events of Instrumentation & Controls
3. Keep accurate and continual inventory of equipment
4. Reset training modules
5. Lab duties, which may include cleaning, restocking, and re-shelving
6. Filing, copying, data entry, and other general office duties to assist staff with effectively accomplishing assignments
7. Run errands on campus

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 Jerry Morris at 575-492-2649 or jmorris@nmjc.edu.