

UNM Ameri Corps – Team Member – CNM Student Employment

Supervisor: Magda Dathe 505.277.5158 or 505.277.9523

Compensation: \$9.20/h

Employment Type: Student (Work Study)

Location: UNM assigned locations

Benefits Statement: this is a casual position and is not eligible for benefits.

Job Description:

- Clerical functions (copying, collating, word processing, filing, answering phones, etc.)
- Compliance with Federal Privacy laws when accessing confidential student information
- Level of supervision will vary from close to working independently
- Provide customer service to students, other CNM departments and the public
- Other duties as assigned to meet departmental needs

Experience and Technical Skills:

- Experience required will vary depending on specific job duties
- Appropriate verbal and written communication skills
- Related coursework may be required

Other Considerations:

Must be a U.S. citizen, national or permanent resident. AmeriCorps members gain a sense of fulfillment by serving New Mexico's most diverse low income communities. AmeriCorps is open to students who are interested in building community by working with programs which provide a wide range of community based services. Examples include working with children in afterschool programs, community arts projects, sustainability, civic engagement and community health. All eligible applicants may earn an educational scholarship of up to \$2,300 when their designated term of service is completed. To be an active UNM Service Corps Member during regular semester, the student must be a work study eligible, full-time CNM student enrolled in a degree seeking program.

Requirements:

Meet criteria listed in [Student Employment Guides](#)

Apply:

Apply by contacting supervisor listed above.

Applicant Information:

Applicant Name	
Applicant ID number	
Applicant Phone number	

Supervisor Authorization to Hire:

Supervisor Printed Name	Supervisor Signature	Date: