

# Upward Bound – Tutor/Mentor – CNM Student Employment

**Supervisor:** Jesus Villarreal 505.243.3787

**Compensation:** \$9.20/h

**Employment Type:** Student (Work Study)

**Location:** Upward Bound 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

**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: