



Job Title: Student Services Work Study

Position Overview:

The Student Services work-study employee requires a positive, customer service focused attitude. You are one of the first staff members that all patrons will encounter upon entering and/or calling Student Services. This position involves knowledge of sensitive information, and you will be required to maintain confidentiality in all manners.

Key Responsibilities:

- Receive and assist visitors and telephone callers.
- Assist Student Services employees with basic office duties.
- Assist Otero College students and visitors with navigation of MyOtero

Qualifications:

- Must be currently enrolled as a student at Otero College
- Organized and detail-oriented
- Ability to work effectively both independently and collaboratively within a team
- Dependable and punctual

Work Schedule:

This position requires a commitment of up to 15 hours per week, with a flexible schedule based on the student's availability and the needs of Student Services staff.

Compensation:

Hourly wage in accordance with Otero College's student employment program.

Application Process:

Fill out the online student employment form and provide all relevant information detailing your interest in the position. For additional information or questions contact Cody Long at cody.long@otero.edu.

Notice of Non-Discrimination: Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for



Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.