

POSITION TITLE: Student Services Specialist

POSITION SUMMARY: Provide assistance to the NMSU-A VP Student Services, by assisting with projects to enhance the effectiveness of Student Services activities and by assisting in the areas of academic advising, admissions processing and retention activities. As such, understanding all functions of Student Services is essential.

KEY DUTIES AND RESPONSIBILITIES:

- Serve as an academic advisor to assist students in scheduling classes, Choices Interest Inventory assessments, dual credit advising/paperwork, freshman intakes and goal development
- Counsel all students with 48 credits or more on remaining requirements for graduation
- Serve as GED testing monitor and liaison
- Assist with admissions application processing, transmittals, information requests and customer service
- Work closely with the Retention Office on projects to promote retention
- Participate with fall and spring new student orientations
- Serve as liaison with students, co-workers and faculty to solve Student Services issues
- Serve on committees
- Plan and implement career services programs
- Implement social networking opportunities for students that will facilitate student success
- Represent NMSU-A at a variety of educational, outreach, and community events
- Perform related duties as required

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; principles and practices of organization and administration; principles of supervision and training. Understand undergraduate academic program requirements and admissions procedures.

Skills in: Short-and long-range planning; problem analysis and resolution; public presentation and customer service; oral and written communication; strong computer skills with expertise in word processing, Banner system knowledge preferred. Strong organizational and positive interpersonal skills required.

Ability to: Develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities; analyze and evaluate information.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor required
- 2 years experience

Hours: Temporary, 32 hours per week. To begin ASAP.

Salary: \$12.55 per hour

Application: Applications accepted until filled. Send resume, letter of interest, copies of transcripts and a list of three references who may be contacted via telephone or email to:
NMSU-A HR, 2400 N. Scenic Dr., Alamogordo, NM 88310,
Attn: Brenda Garcia.

NMSU-A is an EEO/AA Employer.