

NEWSPAPER ADVERTISEMENT

Registration/Admission Specialist

New Mexico State University Grants Campus has a full time 40 hours per week, M-F job opening for Registration/Admission Specialist. Level 4, Salary: \$11.54 per hour with benefits. Minimum Qualifications: High School Diploma or equivalent G.E.D. certificate; One (1) year of experience related to the standard duties as outlined; Equivalency of completion of a post-secondary degree or certificate may substitute for years of experience.

Submission of application is fully online at: <http://jobs.nmsu.edu/postings/32889>. Deadline for applications is October 25, 2018 at 11:59 p.m. For information on the online application process contact Janie Gutierrez, (505) 287-6625, or [janieg61@nmsu.edu](mailto:janieg61@nmsu.edu).

**NMSU IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. Women and Minorities are strongly encouraged to apply.** All offers of employment, oral and written, are contingent on the University's verification of credentials, individual's eligibility for employment in the United States and other information required by federal law, state law, and NMSU policies/procedures, and may include the completion of a criminal history check. This is a bargaining unit position with American Federation of State, County & Municipal Employees (AFSCME).