



SOUTHEAST NEW MEXICO COLLEGE
(Formerly NMSU Carlsbad)
1500 University Dr. Carlsbad NM 88220

**Southeast New Mexico College is looking to hire a
Administrative Assistant, Admissions**

Required: A High School diploma or GED certificate with one (1) year of professional experience directly related to the standard duties as outlined is required. **Equivalency:** Completion of a post-secondary degree or certificate may substitute for years of experience. Any combination of education, training, and/or experience as approved by Human Resources. **Salary Range: \$15.66 - \$17.68 per hour.** For a detailed job description and more information about our campus go to <https://senmc.edu/>. **To apply, please submit an application, cover letter, resume, and unofficial transcripts** by email to hr@senmc.edu. For additional information please call Steven Gonzales at 575-234-9208 or email hr@senmc.edu. **Posting Dates: August 2, 2023 - August 20, 2023.** SENMC is an equal opportunity and affirmative action employer.