

School of Adult and General Education – RRC Intern – Student Employee

Supervisor: Saundra Trujillo

Contact information: 505.224.4000 x53126, strujillo158@cnm.edu

Compensation: \$9.50

Employment Type: Student (Work Study) (Student Employee) (Temporary)

Location: Main Campus

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

Other Considerations:

Re-entry Resource Center (RRC) interns are CNM students who have been (or are currently) clients of the criminal justice system and taking at least one Adult Basic Education course at CNM. In a supportive environment, interns participate in personal and professional success workshops; under the guidance of a peer mentor, interns receive personalized coaching and access to extensive support/benefits as well as access to various social service providers (including criminal justice system personnel) while they work toward transitioning into a Degree or Certificate program and career. If interested in applying for this exciting opportunity, contact RRC Program Director Saundra Trujillo at strujillo158@cnm.edu

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: