Employment Position: Workstudy-Student Services-SIPI ACCESS

General Duties:

This position provides support to the SIPI ACCESS Grant Coordinator. Duties include:

" Ability to work with diverse population of student/parents and staff, in person, over the phone and through email. Provide assistance to student service staff. Completing special projects as assigned

Basic office skills: customer service; filing, data entry, operate a copier, email, scanner, etc.

Location:

SIPI ACCESS-ASC

Other Special Requirements:

Contact Person & Phone Number:

Jolene Aguilar 505-346-2360 email: Jolene. Aguilar@bie.edu

Contact: Jolene W Phone:
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