NEW MEXICO HIGHLANDS UNIVERSITY  
LAS VEGAS, NEW MEXICO  
PUBLIC VACANCY NOTICE

Posting Date: February 2, 2016  
Deadline: Open Until Filled

Position: Registration Specialist  
Salary Grade: 10

Department: Registrar’s Office  
Minimum Starting Rate: $11.36/hour

Job Type: 12 months/Full-Time  
FLSA: Non-Exempt

Reports to: Assistant Registrar

SUMMARY: This position is responsible for providing support to the registration program of the university and serve as the office receptionist.

DUTIES & RESPONSIBILITIES  
• Provide registration support to all students;  
• Provide handouts and on-line registration information;  
• Direct students needing information from the registrar’s office;  
• Complete non-degree admissions and registration for Educational Outreach Students;  
• Attend Freshmen Orientations to assist with registration of new students;  
• Alternate working lunch hours with office staff to cover noon hour registration;  
• Answer telephones, responds to and directs phone, email and fax inquiries;  
• Assist with the sorting and distribution of the office mail;  
• File and maintain registration documents;  
• Assist with data entry;  
• Provide coverage for registration counter;  
• Maintain regular attendance;  
• Perform other duties as assigned;

QUALIFICATIONS  
• EDUCATION: High School diploma or GED.  
• EXPERIENCE: Twelve (12) months’ customer service experience  
  o PREFERRED: University experience

KNOWLEDGE, SKILLS AND ABILITIES  
• Knowledge and skill working with Microsoft Office products;  
• Ability to communicate both verbally and in written form;  
• Ability to maintain exceptional customer service skills;  
• Ability to establish and maintain effective working relationships with faculty, students and staff;

EMPLOYMENT REQUIREMENTS  
• Must be willing to work overtime, weekends and evenings as required.

PHYSICAL DEMANDS  
• Standing.................................................................................................................Occasionally  
• Walking..................................................................................................................Occasionally  
• Bending..................................................................................................................Occasionally
• Squatting.................................................................Occasionally
• Climbing .............................................................Occasionally
• Kneeling ..............................................................Occasionally
• Sitting.................................................................Frequently

WORK ENVIRONMENT
• Work is normally performed in an office setting.

APPLICATION PROCEDURE: Interested candidates must submit a University Employment Application.

References will be contacted in conjunction with interviews.

Submit materials to:

New Mexico Highlands University
Human Resources
Registration Specialist Search
Box 9000
Las Vegas, NM 87701

Applications may be sent via email to: jobs@nmhu.edu

For disabled access or services call 505-454-3242 or email hr@nmhu.edu

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