



UNM

Residence Life & Student Housing

SFH Administrative Assistants

Our Student Family Housing (SFH) Administrative Assistants provide customer service to our diverse student population at the Student Family Housing complex located south of campus on Buena Vista Avenue.



The SFH Student Admin Assistants help manage and maintain the services provided at the SFH Community Center. Their primary duties include the following:

- Provide general administrative support and customer service to SFH residents and their families
- Answer phones, input work orders, track keys, and administer general transactions
- Assist in the management of housing applications & the SFH prospective resident wait list
- Communicate with department staff and constituents



The SFH Student Admin Assistant position services a unique population of diverse students and their family members. SFH Student Admin Assistants have the opportunity to provide support to students from around the world.

If you are interested in the SFH Student Admin Assistant position, we encourage you to:

- Live in the SFH Complex
- Increase your exposure to individuals from diverse backgrounds and cultures

SFH Student Admin Assistant positions are recruited whenever a vacancy becomes available. Check UNM Jobs periodically for open positions.

Student Family Housing Security Aides are compensated at \$9.00 per hour.

