

# JOB VACANCY

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**WHERE:** Tucumcari Office  
**POSITIONS:** Administrative Assistant/HR  
**OPENING DATE:** 5/11/2020  
**DEADLINE:** UNTIL FILLED  
**CONTACT:** NM Workforce Connection  
www.jobs.state.nm.us  
Tucumcari Head Start.-210 West Center  
Tucumcari Early Head Start -1608 South Rock Island  
[www.epcaa.org](http://www.epcaa.org)

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The Administrative Assistant/HR is responsible for assisting with coordination and support of personnel management systems and related records, in accordance with all applicable procedures, policies, regulations, and guidelines.

**Administrative Assistant/HR- \$14.41 per hr. (wage based on qualifications)**

**Minimum:**

1. At least 21 years of age
2. Associate degree in Business Administration or Early Childhood Education. Equivalent work experience may be substituted.
3. One (1) years supervisory experience.
4. Two (2) years computer experience.
5. Valid New Mexico driver's license, clear driving record, and own transportation
6. Ability to travel out of town to conduct or complete job responsibilities.
7. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare

**Preferred:**

Baccalaureate or advance degree in Business Administration, Early Childhood Education or Baccalaureate degree in any field with 8 or more courses in ECE.

**EQUAL OPPORTUNITY EMPLOYER**