The New UNM-Taos Career Services Program is open to assist current students and prospective students in exploring career options. Please contact our office about our services and let us know how we can assist you.

Contact Cynthia Lentini for an Appointment  
Phone: (575) 737-3770  
Email: cplentini@unm.edu

## Job Postings

### May 2019

<table>
<thead>
<tr>
<th>Job Announcements</th>
<th>Description &amp; Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taos Pueblo</td>
<td>Multiple Positions</td>
<td>2</td>
</tr>
<tr>
<td>Los Alamos National Lab</td>
<td>Multiple Positions</td>
<td>3</td>
</tr>
<tr>
<td>Taos Ski Valley</td>
<td>Multiple Positions</td>
<td>4</td>
</tr>
<tr>
<td>Dominos Pizza</td>
<td>Multiple Positions</td>
<td>5</td>
</tr>
<tr>
<td>Questa Economic Development Center</td>
<td>Paid Internship</td>
<td>6</td>
</tr>
<tr>
<td>RMYC</td>
<td>Multiple Positions</td>
<td>7</td>
</tr>
<tr>
<td>Taos Mountain Energy Bars</td>
<td>Production Assistant</td>
<td>8</td>
</tr>
<tr>
<td>Forest Service</td>
<td>Internships and positions</td>
<td>9</td>
</tr>
<tr>
<td>Lions Club</td>
<td>Unpaid internship</td>
<td>10</td>
</tr>
<tr>
<td>Taos Land Trust</td>
<td>Multiple Positions</td>
<td>11</td>
</tr>
<tr>
<td>Alb. Image Products(Holy Cross Hospital)</td>
<td>Facilities Manager</td>
<td>12</td>
</tr>
<tr>
<td>US Forest Service</td>
<td>Multiple Veteran Opportunities</td>
<td>13</td>
</tr>
<tr>
<td>Mountain Home Health Care</td>
<td>Paid Internship</td>
<td>14</td>
</tr>
<tr>
<td>POSITION</td>
<td>DEPT.</td>
<td>STATUS</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>Certified Police Officer</td>
<td>DPS</td>
<td>FT</td>
</tr>
<tr>
<td>Deputy Tribal Program Administrator</td>
<td>IDC</td>
<td>FT</td>
</tr>
<tr>
<td>Early Education Prg. Manager</td>
<td>EDU</td>
<td>FT</td>
</tr>
<tr>
<td>Assistant Ditch Monitor</td>
<td>WAD</td>
<td>PT</td>
</tr>
<tr>
<td>Lead Teacher</td>
<td>EDU</td>
<td>FT</td>
</tr>
<tr>
<td>Wildlife Tech</td>
<td>DNR</td>
<td>Seasonal</td>
</tr>
<tr>
<td>Environmental Water Quality Specialist</td>
<td>DNR</td>
<td>FT</td>
</tr>
<tr>
<td>Surveillance Operator</td>
<td>Gaming</td>
<td>FT</td>
</tr>
<tr>
<td>Assistant Director Water Resources</td>
<td>WAO</td>
<td>FT</td>
</tr>
<tr>
<td>Facilities Supervisor</td>
<td>MSD</td>
<td>FT</td>
</tr>
<tr>
<td>Maintenance Worker</td>
<td>MSD</td>
<td>FT</td>
</tr>
</tbody>
</table>

SUBMIT APPLICATIONS/RESUMES TO:
Taos Pueblo CMS Human Resources Office
P.O. Box 1846  1075 Veterans Hwy Taos, NM 87571
Phone: (575) 758-8626 ext. 124  Fax: (575) 758-7308
Email: apply@taospueblo.com

All positions listed above require successful drug test and background checks with no prior felony convictions. Taos Pueblo Tribal members are encouraged to apply. Native American Indian preference applies.
Los Alamos National Laboratory currently has many jobs openings for students and Taos County residents.
Taos Ski Valley

Step outside of your comfort zone and Step up to Taos Ski Valley, Inc. Taos Ski Valley is currently seeking qualified applicants to fill a variety of roles available NOW!

Through our valued employees, we foster the best possible experience for our guests in a great natural setting. We draw our energy from the incredible mountain we experience on a daily basis and from the lasting relationships we build here.

<table>
<thead>
<tr>
<th>Food &amp; Beverage</th>
<th>Mountain Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bartender-192 at The Blake (Summer)</td>
<td>• Lift Maintenance Electrician</td>
</tr>
<tr>
<td>• Breakfast Server-192 at The Blake (Summer)</td>
<td></td>
</tr>
<tr>
<td>• Cook II-192 at the Blake (Summer)</td>
<td></td>
</tr>
<tr>
<td>• Cook III-192 at The Blake (Summer)</td>
<td></td>
</tr>
<tr>
<td>• Dishwasher-192 at The Blake (Summer)</td>
<td></td>
</tr>
<tr>
<td>• On Call Banquet Server</td>
<td></td>
</tr>
<tr>
<td>• Server-192 at the Blake (Summer)</td>
<td></td>
</tr>
<tr>
<td>Hotel/Transportation</td>
<td>Contact Information</td>
</tr>
<tr>
<td>• Bell/Valet (Summer Seasonal)</td>
<td>Phone: (575) 776-2291  ~ <a href="mailto:hr@skitaos.com">hr@skitaos.com</a></td>
</tr>
<tr>
<td>• CDL Shuttle Driver</td>
<td>Web: <a href="https://www.skitaos.com/job-listings/">https://www.skitaos.com/job-listings/</a></td>
</tr>
<tr>
<td>• Licensed Massage Therapist</td>
<td><strong>How to Apply- Online— Click Here</strong></td>
</tr>
<tr>
<td>• Hausmeister-Guest Services for The Blake (summer)</td>
<td></td>
</tr>
<tr>
<td>• Night Auditor (summer seasonal)</td>
<td></td>
</tr>
<tr>
<td>• Housekeeper</td>
<td></td>
</tr>
</tbody>
</table>
Domino’s

Your local Dominos is hiring for the following positions:

- **Customer Service Rep (06555)**- Must be at least 16 years of age, have excellent communications skills, some computer experience helpful, good math skills, enjoy interacting with people in a fast-paced work environment.

- **Assistant Manager (06555)**- Assist Store Manager in building and leading a team, setting high standards for customer service, maintaining exceptional product quality standards. Computer skills, cash handling and inventory knowledge helpful.

- **Delivery Driver (06555)**- Must be 18 years of age with a valid driver's license, safe driving record and 2 years of driving history. Maintain current vehicle insurance and vehicle must pass regular safety inspections. Outstanding customer service attitude, basic math skills & enjoy working in a fast-paced team environment.

- **General Manager (06555)**- Responsible for building and leading a team, setting high standards for customer service, maintaining exceptional product quality standards, local marketing & community involvement, exceptional cash handling & inventory standards. Oversee execution of organizational policies & procedures.

<table>
<thead>
<tr>
<th>This Position is:</th>
<th>Paid</th>
<th>Earn up to $12-$15 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Type:</td>
<td>Part-Time/Full Time</td>
<td></td>
</tr>
<tr>
<td>How to Apply:</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td><a href="https://jobs.dominos.com/dominos-careers/">https://jobs.dominos.com/dominos-careers/</a></td>
<td></td>
</tr>
</tbody>
</table>
Questa Economic Development Fund

The Questa Economic Development Fund is seeking a Social Media Tech.

This position is a Paid Internship.

The Social Media Tech will create profiles or update existing profiles on Google and Trip Advisor for each brick and mortar business in Questa. These updates would include hours of operation, address, phone, menu, photos, description of services, etc.

Applicant must have smart phone and be familiar with taking photos with cell phone, uploading to the internet, and posting to Google. Training on specifics is available.

To Apply:
Contact Lindsay Mapes- Economic Development Director
575-586-2149
Lindsay@QuestaEDF.com
Rocky Mountain Youth Corps in Taos is recruiting.

Please visit [https://corpsmember-youthcorps.icims.com](https://corpsmember-youthcorps.icims.com) to apply.
Taos Mountain Energy Bars

Taos Mountain Energy Bars is a rapidly growing brand that manufactures energy bars in Questa NM (20 Minutes North of Taos). They are currently looking for like-minded people to join their ever growing team.

Taos Mountain Energy Bars is currently seeking a **Production Assistant (Energy Bar Makers)**

**Shipping Assistant.**

**Responsibilities will include:**
- Packaging and labeling products
- Cleaning and sanitizing work areas
- Washing and sanitizing dishes and tools
- Ability to work in fast paced environments

**Requirements:**
- No criminal background
- Attention to detail
- Ability to stand, climb, and walk on continual basis throughout shift
- Ability to lift from floor to above the head, to carry materials weighing up to 50 lbs
- Ability to read/interpret production process materials
- Candidates with food production or assembly experience is a plus

**Compensation:**
- Starting Pay is $12.50/hr.
- $15.00/hr. (after 90 days of fulltime employment)
- $17.50/hr. (after 1 year of fulltime employment)
- $20.00/hr. (after 1.5 years of fulltime employment)
- *Eligible for benefits & 401K after 30 days of employment

To apply:
Send resumes to **mary@tmebars.com** or come by the facility to fill out an application

2638 NM HWY 522
Questa, NM. 87556
(575) 751-7211
Forest Service

The Forest Service is hiring student interns and recent graduates! Find out more information about how to apply at this link

https://www.fs.fed.us/working-with-us/jobs/events/MANRRS-hiring
The Lions Club of Taos

The Taos Lions Club has been the proud owner of “Tio Vivo” since the 1930s. Tio Vivo is a vintage carousel (a flying jenny) made in the late 1890’s and is one of the only two of that era still in use. Tio Vivo has been a part of Fiestas in Northern NM for over 100 years.

We desire a person to collate and organize all the records, photos, articles, and stories of this priceless Taos Treasure and using additional research where needed, help us to document its history. This history should prove interesting to Taos citizens but also many museums and historians across the country (the Smithsonian, for instance, has expressed an interest in Tio Vivo) and are lovers (the Taos Society Artists painted the horses!)

The Lions Club of Taos is recruiting for an unpaid intern within their organization.

Email resume to Catkins58@gmail.com

Cathy Atkins
210-288-9336
WE ARE HIRING!!

• Taos Land Trust is hiring 16 – 25 year olds who want to work on the land, learn about conservation, and learn valuable job skills.

• Crew Leader Job Description ($12/hr) and Crew Member Job Description ($10/hr) positions available.

• Join our Summer Youth Conservation Corps, June thru August 2019

• Be an important team member to bring an acequia back to life, tackle invasive species and restore wetlands.

• Work will be in Taos, New Mexico on the Taos Land Trust’s Rio Fernando Park property.

Go here to apply: https://www.taoslandtrust.org/get-involved/employment/
Albuquerque Image Products

Albuquerque Image Products is looking to fill a position for a **Facilities Manager at Holy Cross Hospital**

**General Responsibilities:**

Responsible for the daily operation and coordination of the Taos Health System, Inc, Holy Cross Hospital print and MFP environment.

**Work Summary:**
1. Provides daily monitoring of Manage Print System (MPS) for supplies and service needs.
2. Enters service and bill contracts monthly.
3. Coordinates service technicians to ensure install process is ready for delivery.
4. Implements and trains others on the MPS programs sold to customer.
5. Provides training to end-users
6. Changes toner cartridges
7. Assists with customer support regarding any issue due to MPS program
8. Responsible for other duties as assigned by Supervisor or Leadership Team

**Additional Duties:**
1. Sales Support
   a. Imputing sales orders.

**Education/Certification/Experience Requirements**

High school diploma or its equivalent. Proficient in Microsoft Word, Excel. Possesses familiarity in how software works in general.

**Knowledge, Skills, and Abilities**

- Strong interpersonal and communication skills
- Customer satisfaction orientation
- Ability to work without supervision
- Good time management skills
- Efficient organizational skills
- Exercises patience
- Works well with others
- Effective multi-tasker
- Strong prioritization skills
- Strong Team player
- Likes and enjoys people
- Implements discretion skills

This position will require extensive background check, drug screening, vaccination schedule being up to date and a Department of Justice screening.

If you are interested in this position please email your resume to [charlie@albimage.com](mailto:charlie@albimage.com)
The US Forest Service is currently recruiting for key administrative positions within the Carson National Forest and Santa Fe National Forest. This is a unique opportunity because the Forest Service will be hiring through a Schedule A authority which allows candidates to bypass the USA JOBS lengthy competitive application process. To apply, clients must provide a resume and a Schedule A letter from their VR counselor.

To apply you must provide a resume and a Schedule A letter from your VR counselor. You can submit resumes/Schedule A letter directly to Mary Mylet at New Mexico Workforce Solutions.

- Carson NF SO, Duty Station Taos, NM
  - Administrative Support Assistant-GS-6/7
  - Executive Assistant GS-7/9
  - Customer Service Representative GS-4/5

- Carson NF Questa Rd, Duty Station Questa, NM
  - Administrative Support Assistant-GS-6/7

- Carson NF Camino Real, Duty Station Penasco, NM
  - Customer Service Representative GS-4/5

- Carson NF Canjilon Rd, Duty Station Canjilon, NM
  - Customer Service Representative GS-4/5

- Carson NF El Rito Rd, Duty Station El Rito, NM
  - Customer Service Representative GS-4/5

- Carson NF Camino Real, Duty Station Penasco NM
  - Customer Service Representative GS-4/5

- Espanola
  - Customer Service Representative GS-4/5
Mountain Home Health Care
Company Name: MOUNTAIN HOME HEALTH CARE, INC.
Address: P.O. BOX 2566, TAOS, NM 87571
Address: 630 PASEO DEL PUEBLO SUR #180, TAOS, NM 87571
Telephone: (505) 758-4786

JOB DESCRIPTION: INTERN

POSITION SUMMARY
This position requires no prior work experience and was created to assist in providing teachable skills to students within our community. The position will provide administrative office support to various departments within the Agency, with a focus on assisting in the development of technology skills, organizational skills, decision making skills, communication skills, and professionalism.

Reports to: Office Manager

QUALIFICATIONS

1. Must be 18 years or older.
2. Must be currently enrolled at University of New Mexico Taos, with a GPA of 3.0.
3. Intermediate experience with computers including typing proficiency, familiarity with Microsoft Office, and ability to learn office technology.
4. Willingness to take and follow directions.
5. Excellent written and verbal communication skills and strong interpersonal skills.
6. Bilingual is a plus.

ESSENTIAL FUNCTIONS/AREAS OF ACCOUNTABILITY

1. Organizational Duties
   a. File management. This includes both electronic data management, and paperwork that will be filed each day.
   b. Creating binders and packets for various departments
   c. Ensuring that document trees are stocked throughout the office.
   d. Organize storage shed and document the contents of stored documents.
   e. Clean and organize refrigerators as needed.
   f. Keep office in a tidy state

2. Technological Duties
   a. Scan documents and file in appropriate place
   b. Word processing
   c. Researching various items upon request
   d. Updating iPad, iPhone, laptops, and PC's.

3. Decision Making Duties
   a. Understanding the appropriate person a caller should be transferred to based on the information provided by the caller.
   b. Understanding the correct course of action to take if or when a caller is upset.
   c. Deciding on the appropriate person to direct a walk-in client/employee.

4. Communication Duties
   a. Communicate necessary information during meetings.
   b. Answering phones in a professional manner.
   c. Correspond in a professional manner via email and fax.
   d. Interacting with co-workers in a professional manner.
   e. Interact with walk-in customers, vendors, and personal care staff in a professional manner.

5. Professionalism
   a. Must show up for work on time each day and work the duration of the shift.
   b. Must dress in a professional manner: business casual, with the exception of Fridays, which are casual.
   c. Adheres to Mountain Home Health Care's privacy practices described in the MHHC Privacy Rule.
   d. Performs other related duties and responsibilities as deemed necessary