



## **January 2020**

**Our office will work with you to search for the right opportunity and provide helpful interview coaching. We can assist you from job application through interview and all the documentation and paperwork that comes with it.**

**After reviewing the monthly job postings; if a position interests you, please contact Career Services for information on applying for the positions listed.**

**With some employers we can make direct contact on behalf of students.**

**In other cases, we will assist by providing information on how to apply.**

**You may review employer websites directly for open positions but should begin the application process through our office.**

**We are here to help you!**

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**ARE YOU “CAREER READY?” EMPLOYERS ARE ACTIVELY SEEKING CAREER READY EMPLOYEES. SEE BELOW. IF YOU NEED ADDITIONAL INFORMATION.**

**SCHEDULE AN APPOINTMENT WITH CAREER SERVICES TODAY.**

**NACE (NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS)  
DEFINITION OF CAREER READINESS AND COMPETENCIES**

*CAREER READINESS IS THE ATTAINMENT AND DEMONSTRATION OF REQUISITE COMPETENCIES THAT BROADLY PREPARE COLLEGE GRADUATES FOR A SUCCESSFUL TRANSITION INTO THE WORKPLACE.*

These competencies are:

- **Critical Thinking/Problem Solving**: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- **Oral/Written Communications**: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- **Teamwork/Collaboration**: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.
- **Digital Technology**: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
- **Leadership**: Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and



manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

- **Professionalism/Work Ethic**: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Career Management**: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Global/Intercultural Fluency**: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.



## **INTERNSHIPS**

- **FOREST SERVICE**



**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>



## **WORKSTUDY/STUDENT EMPLOYMENT**

- **LIBRARY ASSISTANT**
- **PRESCHOOL TEACHER AIDE**

**\*ALL WORKSTUDY/STUDENT EMPLOYMENT  
APPLICANTS ARE REQUIRED TO MEET WITH  
CAREER SERVICES BEFORE APPLYING ONLINE**

## Library Assistant Req 10376

UNM Taos Library is looking for qualified candidates to fill the position of Library Assistant I. This is a student employment opportunity.

Under the supervision of the assistant librarian, the aide performs tasks related to the operation of the Library. This includes, but is not limited to, tasks such as book (and non-book) checkout/check-in, helping to maintain pamphlet files, technical assistance, book shelving, and conducting general clerical work. This position includes evening hours and may include weekend hours.

### Preferred Skills:

- Ability to use computers, including word-processing programs and other applications; must be Microsoft Word proficient.
- Experience conducting online searching and using email.
- Good organizational and office skills.
- Ability to sort alphabetically.
- Ability to comfortably share information with, and work with people.
- Ability to interpret and explain policy.
- Ability to work with minimal supervision.

### Requirements:

- Must be willing to work evening.
- Must be eligible for financial aid.
- Able to bend, stoop, and lift up to 25 pounds and work in enclosed spaces.
- Must be enrolled at least ½ time.



## **Preschool Teacher Aide Req1265**

### **Preschool Teacher Aide with UNM Taos Kids Campus:**

- Provides support to the teacher to ensure a safe and stimulating educational environment
- Assists the teacher in authentic assessment, curriculum implementation and daily routines
- Prepares and facilitates play, reading and quiet time activities which encourage social interaction between children
- Performs miscellaneous job-related duties as assigned

### **Preferred Qualifications:**

- Minimum of one year related experience
- AA in Early Childhood Education
- Ability to communicate effectively, both orally and in writing
- Ability to provide a supportive and caring environment
- Ability to understand and follow specific instructions and procedures
- Ability to provide safety, nutrition and hygiene services for children
- Knowledge of child cognitive, social, physical and emotional





## **COMMUNITY EMPLOYMENT**

- **Taos Pueblo**
- **Los Alamos National Lab**
- **Taos Ski Valley**
- **Rocky Mountain Youth Corp**
- **Taos Real Estate**
- **Taos County**
- **El Monte Sagrado**
- **Angel Fire Resort**
- **Community Against Violence**
- **Town of Taos**
- **Ojo Caliente**
- **Taos District Court**



**Taos Pueblo**

**TAOS PUEBLO CMS**

**OPEN POSITION LISTING**

<b>POSITION</b>	<b>DEPT.</b>	<b>STATUS</b>	<b># OF POSITION</b>	<b>DATE POSITION POSTED</b>	<b>DATE POSITION CLOSED</b>
Executive Director	Foundation	FT	1	08/26/2019	Until Filled
On Call Driver	HCS	ON-CALL	1	10/25/2019	01/24/2020
Construction Proj. Mgr	TPH	FT	1	11/13/2019	Until Filled
Accountant	TPH	FT	1	11/13/2019	Until Filled
Certified Criminal Investigator	DPS	FT	1	12/02/2019	Until Filled
Certified Police Officer	DPS	FT	3	12/02/2019	Until Filled
Youth Fitness Specialist	HCS	FT	1	12/17/2019	1/10/2020
Cook	EDU	FT	1	12/23/2019	01/24/2020
Domestic Violence Counselor	HCS	PT	1	01/07/2020	01/24/2020
Maintenance Worker	IDC	FT/Term	3	01/07/2020	01/24/2020
Surveillance Operator	TPGC	FT	2	01/07/2020	01/24/2020

***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

Los Alamos National Laboratory currently has many jobs openings for students and Taos County residents.

### Student Listings

[Click Here to See All Student Listings](#)

### Entry Level Technician

[Click Here to See All Entry Level Listings](#)

### Business & Operations Entry Level

[Click Here to See All Business & Operations Entry Level](#)



For More Information, Go to Los Alamos National Laboratory:

<http://www.lanl.gov/careers/index.php>

*The following positions are also available with Los Alamos National Laboratory*

- Machinists Welding Technicians
- Research Technicians (*Note: These are both Mechanical and Electrical Technicians*)
- R&D Engineers (*Note: These are both Mechanical and Electrical Engineers*)
- Technical Project Managers



**Taos Ski Valley**

<p><b>Food &amp; Beverage</b></p> <ul style="list-style-type: none"> <li>• Cook II-192 at The Blake</li> <li>• Cook II-Resort Center and Bavarian</li> <li>• Cook III-192 at The Blake</li> <li>• Cook III- Resort Center and Bavarian</li> <li>• Dishwasher-Resort Center</li> <li>• Kitchen Supervisor-Resort Center</li> <li>• Restaurant Supervisor-192</li> </ul> <p><b>Hotel/Transportation</b></p> <ul style="list-style-type: none"> <li>• CDL Shuttle Driver</li> <li>• Licensed Massage Therapist</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Base Area Maintenance/Custodian</li> <li>• Base Area Maintenance/Custodian-Night</li> </ul>	<p><b>Mountain Operations</b></p> <ul style="list-style-type: none"> <li>• Lift Operator (Winter)</li> <li>• Parking lot night attendant</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Accounts Payable Manager (Full Time)</li> </ul> <p><b>Resort Services-Rental &amp; Retail</b></p> <ul style="list-style-type: none"> <li>• Ski/Snowboard Repair Technician (Winter)</li> </ul> <p><b>Snow Sports School</b></p> <ul style="list-style-type: none"> <li>• Custodial Staff (seasonal)</li> </ul> <p><b>Taos Air</b></p> <ul style="list-style-type: none"> <li>• Fleet Manager</li> </ul>
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**Rocky Mountain Youth Corps**



**Rocky Mountains Youth Corps in Taos is recruiting.**

Please visit <https://corpsmember-youthcorps.icims.com> to apply.



**Taos Real Estate**

**Position:** Assistant to Owner/Manager

Berkshire Hathaway Home Services Taos Real Estate has been the leading real estate company in Taos, NM for many years. We are looking to hire an assistant to the owner/manager to be part of our family of brokers and staff,

**Responsibilities:**

To be proficient in real estate office management: franchise, transaction coordination, company marketing, IT functions, human resources, front office and back office activities, reports, events, referrals/relocation, recruiting.

**Qualifications:**

Ideally, have some real estate background or support industry knowledge. IT savvy with websites and social media. General office admin knowledge. Organizational skills. Strong interpersonal skills. Ability to build relationships in and out of the office.



**Taos County**

**Taos County has the following employment Opportunities**

- **Title Examiner**

**Positions will be open until filled.**



## **El Monte Sagrado**

El Monte Sagrado is looking to fill the following positions.

- Administrative Coordinator
- Banquet Captain
- Banquet Server
- Banquet Utility
- Controller
- Dishwasher
- Executive Housekeeper
- Food & Beverage Manager
- Maintenance/Grounds Technician
- Make Ready Technician
- Nail Technician
- Room Attendant
- Server
- Cook





## **Angel Fire Resort**

Angel Fire Resort is currently seeking candidates for the following positions:

- **Kitchen Manager**
- **Bar Supervisor**
- **Retail/ Rentals Associate**
- **Rental Shop Technician**
- **Property Management Office Coordinator**

## Community Against Violence

CAV is looking for candidates to fill the following positions:

- **Transitional Housing Advocate**

Responsible for assessing and supporting CAV client housing needs. The Advocate provides supportive services during program enrollment and seeks to advocate for clients as needed. It is also the responsibility of the advocate to provide case management for clients to make sure that they are safe and working to meet goals of self-sufficiency and living a violence-free life. The advocate will oversee compliance with program guidelines and will coordinate services to clients of the program with other advocates and agencies as part of on-going service plans. Provide crisis intervention, personal and legal advocacy, individual life skills coaching and peer counseling for emergency shelter and transitional housing survivors of domestic violence and sexual assault.

- **FT Executive Assistant/Administrative Support**

Will provide all administrative and secretarial functions necessary to support the work of the Executive Director (ED); be the primary point of initial contact for both internal staff and external organizations and members of the community on matters directed to ED; provide support to the administrative staff, independently research, prioritize, organize, and manage incoming issues and propose appropriate courses of action; abide by a strict code of ethical communication and confidentiality; professionally deal with all levels of staff and management within the organization and public.



**Town of Taos**

**The Town of Taos is seeking qualified applicants for the following full time positions:**

- **Lifeguard I**
- **Public Services Specialist**
- **Police Officer**



**Ojo Caliente Mineral Springs Resort & Spa**

**Ojo Caliente Mineral Springs Resort & Spa  
is seeking applicants for the following  
positions:**

- **Bartender**
- **Cook**
- **Host/Busser**
- **Housekeeper**
- **House/Laundry Person**
- **HR Generalist**
- **HVAC Technician**
- **Maintenance**
- **Plumber**
- **Security Guard**
- **Spa Attendant**



**Taos District Court**

**Taos District Court is hiring for the following positions**

- **Financial Specialist Senior**
- **Program Specialist**