



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #25-2025

Opening Date: September 12, 2025
Closing Date: Open Until Filled
Position Title: Program Assistant – IT department
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under direction of the IT Manager, the program assistant performs general administrative and confidential support to the IT Department. This support includes clerical, reception, purchasing, and document production tasks. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

High School Diploma or GED; Associates degree preferred. Two to four years' experience in secretarial/administration experience.

OTHER REQUIREMENTS:

****Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or licensure(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check. Laguna-Native American Preference.

LDoE is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws.

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Program Assistant - IT
Department: IT Department
Reports to: IT Director
FLSA Status: Non-Exempt – Year Long

SUMMARY

Under direction of the IT Director, the program assistant performs general administrative and confidential support to the IT Department. This support includes clerical, reception, purchasing, and document production tasks. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides general administrative support.
- Professionally receives and screens visitors and telephone calls, answers routine questions and routes others to the appropriate staff person for handling.
- Types (word processing) and proofs correspondence, reports, for accuracy, grammar, spelling, and sentence structure, and prepares final draft for distribution and/or mailing.
- Prepares memos, purchase requisitions, and other department forms and documents.
- Helps with shipping and receiving.
- Assist with updating and maintaining Inventory System
- Assist with updating and maintaining NASIS
- Assist with updating and maintaining Clever
- Assist with updating and maintaining NWEA
- Assist students and teachers in troubleshooting minor issues
- Develops and maintains alpha/numeric correspondence and report files; on request researches files for information and summarizes according to instruction; maintains IT filing.
- Maintains office equipment, e.g. copier, computer, telephones, etc.; orders and inventories office supplies.
- Provides IT support for all LDOE Programs.
- Maintains confidentiality of all records and information.

MINOR RESPONSIBILITIES:

- Attends and participates in staff meetings and professional development activities as appropriate.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with callers and visitors to the DOE Administration Office, including other DOE staff, teaching and office staff, job-opening candidates, vendors, parents, volunteers, and community representatives.
- Frequent telephone and in-person contact with the external and internal customers.

SUPERVISORY RESPONSIBILITIES

No direct subordinate supervisory requirements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or GED; Associates degree preferred. Two to four years' experience in secretarial/administration experience.

SKILLS and ABILITIES REQUIRED

- Knowledge of business machine operations; skilled in the use of personal computers and related software.
- Must have a high level of interpersonal skills to handle sensitive and confidential DOE, student and employee information and situations.
- Must possess ability to understand various DOE program operations and procedures.
- Must be able to maintain a professional, customer service-oriented attitude at all times.
- Ability to work and communicate with internal and external clients/customers to meet their needs in a polite, courteous and cooperative manner.
- Must display a high level of initiative, effort and commitment towards completing assignments efficiently. Ability to work with minimum supervision and demonstrate attention to detail.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Basic word processing skills (i.e. Microsoft Office Systems)

CERTIFICATES, LICENSES, REGISTRATIONS

Valid New Mexico Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment and in close quarters with other staff. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.