

**MESA VISTA CONSOLIDATED SCHOOL DISTRICT
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION**

**Human Resources Officer, Certified Procurement Officer, Financial
Services Liaison, Secretary to Special Education Director, and
Medicaid billing**

Requirements:

**High School Diploma plus 7-years office experience OR AA
Procurement certification or enrolled towards receiving certification**

Skill Requirements:

**Highly Organized
Multitasking Abilities
Communication**

Preferred Qualifications:

**Bachelors Degree
Experience in school settings**

Reports To: Special Education Director
Ms. Elaine Romero, Superintendent of Schools

Salary: TBD pending 2018/2019 - District Budget

Deadline: Until Filled

Application Procedures

Interested applicants please submit a letter of interest to:

Human Resource Office
Mesa Vista Consolidated Schools
P.O. Box 309
Ojo Caliente, NM 87549
Phone: (505) 583-2645
Fax No.: (505) 583-2815
human.resources@mesavista.org

We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.