



LOVING MUNICIPAL SCHOOLS
603 West Cottonwood
P.O. Box 98
Loving, New Mexico 88256
Administration: 575-745-2005 Fax: 575-745-2002

Job Postings

Date of Posting: February 8, 2023

Position: High School Administrative Assistant

Beginning Date: TBD

How to Apply: Submit Letter of Interest, Resume, Application and 3 Letters of recommendation to:
Attn: Human Resources
P.O. Box 98
Loving, New Mexico 88256
Fax: 575-745-2002

Salary: As per Secretary Salary Schedule

Application Deadline: Until filled

Qualifications: Must be able to pass background check. Working knowledge of Microsoft Word, Excel, and the ability to learn other software programs. Cash handling experience. Detail oriented and able to multitask.

The Loving Municipal School District is an Equal Opportunity Employer, Applications are considered without regard to race, gender, creed, age, national origin, or disability in compliance with federal and state laws.