

New Mexico State University

**Cooperative
Extension Service
Job Vacancy 2026**

**Administrative
Assistant**



WHO ARE WE?

Cooperative Extension Service engages the people of New Mexico with research-based knowledge and education that strengthens communities and economies, sustains agriculture and natural resources, and promotes healthy families and individuals to create positive impacts and overall well-being of our citizens.

Job Duties:

Assist with day-to-day office operations; purchasing, financial and personnel processes, record keeping, correspondence, scheduling, and customer service.

<https://careers.nmsu.edu/jobs/administrative-assistant-ii-nmsu-satellite-location-new-mexico-united-states-246aa848-f139-409a-abe7-e5326f73d954>

Location:

Santa Fe, New Mexico

40 Hour Position

Office Hours:

8:00 am - 4:30 pm

APPLY NOW!

For full job description and to apply scan QR code



Contact:

Michelle Stizza
Santa Fe County, County
Director, Cooperative
Extension Service
mstizza@nmsu.edu



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**College of Agricultural, Consumer
and Environmental Sciences**
Cooperative Extension Service
Santa Fe County Extension Office

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