



**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: October 11, 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: October 18, 2023 **OR** 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.