

**Traditional Programs Administrative Assistant
Work Study Openings Fall 2009**

Job Title:

Student Administrative Assistant II, multiple positions

Compensation:

11.00 to \$13.25 per hr

Job Location:

Ammi Hyde and JMAC

Hours:

Work schedule is negotiable, approximately 10 - 20 hours per week. Priority will be given to students able to work in blocks of time. For instance, there is a need for staffing 8am – noon and noon – 4pm, or hours that approximate this time frame.

Job Description:

Primary duties involve working as an administrative assistant and providing faculty support and assisting students. Duties vary depending on the needs of the programs, but generally include answering phones, filing, responding to inquiries, assisting with processing of admission applications, maintaining programmatic resource materials, photocopying, work with confidential material (must sign confidentiality statement), and special projects as assigned by the Assistant Director of Traditional Programs or the Program Assistants.

Qualifications:

Must be admitted into a traditional degree program in the Morgridge College of Education and be a part-time student enrolled in a minimum of 4 credit hours per quarter. Ideal candidates will have excellent organizational skills and experience in higher education and/or customer service environments. Applicants must be proficient in Microsoft Word, Excel, Access, internet searching, and email.

To Apply:

Nora Shelton, nshelton@du.edu or Nick Heckart, nick.heckart@du.edu

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