

**Assistant to the Assistant Dean - Work Study Opening Fall 2009**

**Job Title:**

Assistant to the Assistant Dean  
Morgridge College of Education

**Compensation:**

\$11-\$13 per hour

**Job Location:**

Ammi Hyde Building

**Hours:**

10 per week

**Start Date:**

September 14, 2009 (must have a FAFSA on file and qualify for work study funds to be considered)

**Job Description:**

This 10-hour-per-week position provides administrative support for the Assistant Dean in the Morgridge College of Education (MCE). Routine responsibilities include data collection, entry and analysis; various administrative tasks such as scheduling meetings, creating documents in Word and Excel, copying, filing, etc.; on-campus deliveries; and other duties as assigned. Must be able to work independently and to produce required work in a timely fashion. Accuracy and attention to detail is a must. Support to other areas of the MCE may also be required over the course of the academic year.

**Qualifications:**

Must be admitted into a traditional degree program in the Morgridge College of Education and be enrolled in a minimum of 4 credit-hours per quarter. Ideal candidates will have excellent organizational skills and experience in higher education. Applicants must be proficient in Microsoft Word, Excel, and Outlook, and capable of carrying out internet searches.

**To Apply:**

Please submit cover letter and resume to Bill McGreevy, Assistant Dean at [william.mcgreevy@du.edu](mailto:william.mcgreevy@du.edu).  
Position will remain open until filled.

**Date Posted:**