

Assistant to Associate Dean Work Study Openings Fall 2009

Job Title:

Assistant to Associate Dean

Compensation:

\$11 -\$13 per hr

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 Associate Dean in the Morgridge College of Education. Routine responsibilities will include conducting higher education research; data collection, entry, and analysis; various other administrative tasks that might include setting up meetings, creating documents in Word and Excel, copying, filing, typing, etc. Some of the projects might include working on a new faculty evaluation form, conducting research on new teaching/learning methods, and faculty development activities. It is expected that the candidate will be able to work independently and produce required work in a timely fashion. Attention to details is a must. Support to other aspects of the COE will 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 a 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, Access, internet searching, and email.

To Apply Contact:

Please submit cover letter and resume to Dr. Cheryl Lovell, Associate Dean, at edinfo@du.edu .
Position will remain open until filled. Review of applications submitted will begin mid August.

Date Posted:

April 13, 2009