

Work Study Opening Fall 2009

Job Title:

Student Administrative Assistant II in the Dean's Office, Morgridge College of Education

Compensation:

\$12 - \$13 per hr

Job Location:

Dean's Office, Morgridge College of Education
Ammi Hyde Building, Room 210

Hours:

12 hours per week

Start Date:

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

Job Description:

The Student Administrative Assistant II in the Dean's Office in the Morgridge College of Education will provide clerical, reception, and research support for the Dean, Associate Dean, Assistant Dean, and Executive Assistant to the Dean. The graduate student work study employee will work Monday-Friday for 12 hours per week during office hours between 8:00 am-4:30 pm through academic terms. Hours could be adjusted somewhat based on student availability and/or to work over breaks. Duties include: front desk receptionist, greet visitors, answer phone/take messages, set up meetings, make photocopies, send faxes, run campus errands, conduct web research, type letters/memos, perform basic computer applications including word processing, spreadsheets, maintaining databases for merged mailings, and special office projects as needed by the Dean, Assistant Dean, Associate Dean, and Executive Assistant to the Dean. Office Assistant will cover the Executive Assistant to the Dean's desk and phone in her absence.

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. Must have Work Study Award. The graduate work study employee will be detail oriented, friendly, and able to work with sensitive and confidential information in accordance with the University Privacy Policy and FERPA (Family Educational Rights and Privacy Act of 1974 as amended).

Required skills include: proficient with MS Office programs (Word, Excel, Outlook, and Internet Explorer); proficient with office equipment (multi-line telephone, computer, fax, and copier); ability to work with emergent deadlines; skill to communicate with tact and confidentiality; and ability to deliver and retrieve documents from various campus offices. Preferred skills: prior experience in an office environment.

To Apply Contact:

Please submit cover letter and resume to Tamera Trueblood, Executive Assistant to the Dean at tamera.trueblood@du.edu. Position will remain open until filled. Review of applications submitted will begin August.

Date Posted:

June 22, 2009