



Position Announcement

Student Office Assistant for the Graduate Center

Apply online through UArizona Handshake:

https://app.joinhandshake.com/jobs/3763769/edit?initial_page=4

The Graduate Center is seeking a highly motivated junior, senior, or graduate student to be an office assistant for Fall 2020 with the opportunity for continued employment based on performance. The office assistant will support the Director and staff with office tasks, as well as logistics, program evaluation, and event management for Graduate Center and University Fellows Program activities.

Job Duties and Responsibilities:

- Provide exemplary customer service, maintaining a high level of professionalism and courteous demeanor to administrators, faculty, staff, students and non-UA persons who are in contact with the Graduate Center.
- Assist Graduate Center staff with specialized office tasks, including but not limited to: website updates, database management, file management such as scanning documents and maintaining electronic files, and running campus errands.
- Assist Graduate Center staff with event management tasks, including but not limited to: placing catering orders, assisting with physical and digital outreach, setup and takedown, and technical assistance when appropriate.
- Other duties as assigned.

Minimum Qualifications:

- Excellent verbal and written communication skills
- High level of professionalism
- Commitment to scheduled work hours
- Strong computer skills; experience with Microsoft Office Suite

Preferred Qualifications:

- Previous work experience in a professional office setting and/or customer service oriented setting
- Working knowledge of the Drupal website platform
- Working knowledge of the Qualtrics survey platform
- Strong English written and oral communication skills in an outreach context
- Experience using social media for outreach purposes

Approximate Hours Per Week:

- 10-12 hours/week; 8-5, M - F; Fall, Winter, Spring, Summer
- Graduate Center events occasionally take place after 5 PM or on weekends. Work schedules will be adjusted based on the work needed and the employee's schedule.

Pay Rate:

\$12.50 per hour (This position is hourly and is not benefits eligible.)

About the Graduate Center

The Graduate Center is a non-academic unit of the Graduate College that serves as a resource for graduate students and postdoctoral scholars. Our programs and partnerships across campus are designed to help graduate students develop inclusive leadership skills and collaborative opportunities. We support graduate students' academic units by providing professional development that increases student success both within and beyond the Academy. Fostering interdisciplinary engagement with diverse communities, the Graduate Center supports students as they prepare to address society's grand challenges and shape a changing world. In addition, we are the home of the University Fellows Program, a prestigious fellowship and interdisciplinary professional development initiative for the University's top incoming doctoral students.

About University of Arizona Graduate College

The Graduate College provides central support and leadership to serve, oversee, and advance all aspects of the graduate enterprise at the University of Arizona.