OPEN POSITION: Student Hourly Position

Position Requirements:

Work Commitment: Required to work 8-12 hours per week for up to 12 weeks during the summer quarter (June 15-Sept 4) under the direction of the Supervisor.

Pay and Benefits: $17-20 per hour

Supervisor: Karen Paul-Masaoka, Academic Services Associate (ASA)

JOB DUTIES:

This position is responsible for administrative support to the ASA during the busy summer months. Tasks include updating student lists, assisting with graduation and orientation events, collecting data, mailing certificates, updating student mailboxes, and other duties as assigned.

Required Qualifications:

Education: Preference will be given to applicants with prior administrative experience and knowledge of the Teacher Education Program and Curriculum & Instruction Program. Knowledge of the Child Family School Psychology Program is a plus.

Special Knowledge, Skills, and Abilities: Banner experience; high degree of accuracy and attention to detail; proficiency in MS Word & Excel.

TO APPLY: Send an email with professional letter of application and your resume or CV to: Karen.Paul-Masaoka@du.edu

Deadline to Apply: May 31, 2015. Applications will be considered until the position is filled. Interviews may be conducted in person or via Skype for out of town students.

Additional Information: You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.