

<b>Job Title:</b>	Office Assistant
<b>Reports to:</b>	Administrative Associate
<b>Hiring Range:</b>	\$11
<b>Job Type:</b>	Student wage, Non-benefits eligible, FLSA status non-exempt, may be Federal Work Study
<b>Days &amp; Schedule:</b>	M-F & Sunday, hours vary
<b>Hours Per Week:</b>	15 hours minimum—18 hours maximum

**Position Summary:**

The student will assist in day to day organizational tasks as well as larger projects needed for the staff at THINK TANK.

This position is part of an academic support and service department designated the THINK TANK located in the Bear Down Gymnasium. The goal of the department is to assist students in becoming independent learners by providing a range of resources that will develop students' skills and help them become successful academically. Department staff will provide appropriate training.

**Responsibilities:**

- Entering/monitoring data & completing projects which require the use of TutorTrac
- Creating spreadsheets and maintaining spreadsheet data
- Filing/organizing records
- Assisting in the maintenance of the department's social media accounts
- Performing basic office duties including faxing, copying, printing, etc.
- Delivering items to other offices or locations
- Regularly communicating the progress, outcomes, and direction of work to the Administrative Associate of THINK TANK. Make recommendations concerning improvement of programs and services
- Other duties as assigned

**Minimum Qualifications:**

- High school diploma and the completion of 1-2 years of college level work
- Sophomore or higher class standing
- One year of office/clerical experience which includes one year in a directly related function
- Functional computer skills (Internet, Microsoft Excel, Word, etc.) required
- Comfortable with communicating and corresponding on a professional level with UA students and staff
- Ability to pay close attention to detail and complete tasks independently with minimal supervision
- Able to be flexible and work on a variety of tasks under the direction of supervisor
- Friendly and helpful demeanor

**To apply:**

Submit a resume, cover letter and hours of work availability to Nicci Ainuu, Administrative Associate, at [nainuu@email.arizona.edu](mailto:nainuu@email.arizona.edu). If you have questions, please call (520) 621-1901.

Please address all of the following questions in your cover letter:

- Provide an example of a task performed showcasing your organizational ability
- Provide an example of previous experience that would be beneficial to the position
- Provide an example of your ability to complete tasks independently with minimal supervision