Job Title: Office Aide
Reports to: Office Specialist
Salary: $8.25/hr
Hours per week: 8-10 (Mon-Fri)
Department: Student Learning Services (The THINK TANK)

Position Summary:
The student will assist in day to day organizational tasks as well as larger projects as needed for the Office Specialist at THINK TANK. The student will work as a team with other Office Aides to accomplish assigned tasks.

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:
- Filing/organizing records
- Spreadsheet creation and maintenance of data
- Data entry & projects which will require the use of TutorTrac
- Other duties as assigned

Minimum Qualifications:
- Comfortable with communicating and corresponding on a professional level with UA students and staff.
- General office knowledge is preferred (typing, copying, answering phones, etc.).
- Functional computer skills (Internet, Microsoft Excel, Word, etc.) required.
- 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/s.
- Practice a team mindset when working on tasks in tandem with other Office Aides.
- Sophomore or higher class standing
- Friendly and helpful demeanor.

To apply:
Applications are only accepted during November and April of each semester. Please submit a resume, cover letter and hours of work availability to Karen Ward, Office Specialist at kmward1@email.arizona.edu. If you have questions, please call (520) 621-4061.

Please address the following questions in the 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.