UNDERGRADUATE OFFICE ASSISTANT
JOB OPENING ID 322801

JOB DESCRIPTION
The Institute for Social Research and Data Innovation (ISRDI, www.pop.umn.edu) has up to two openings for undergraduate office assistants to work with its Admin Core. We are looking for individuals to be responsible for office reception and operations assistance during weekday business hours, Mon–Fri 8:00am – 4:30pm. This is a great opportunity for students interested in careers in HR, finance, events management, or administration. This is an immediate opening, with the intention of continuing through the summer, Fall 2018, and beyond.

RESPONSIBILITIES
In this role, you will function as part of a reception and administrative support team and provide service to staff and visitors to the Institute. Your duties will include the following: general office support such as typing, filing, errands, faxing, and copying; mail distribution of incoming and outgoing mail, deliveries, and courier services; operations and facilities support; special event assistance, including setup and cleanup; conference room scheduling and monitoring; and HR and financial support tasks.

Starting rate: $10.71
Hours: Set schedule from 8AM-4:30PM, Mon-Fri. 10-20 hours per week.
Work location: Willey Hall, West Bank

QUALIFICATIONS
Required: Restricted to students admitted to a degree program and currently enrolled as a student at the University of Minnesota. Demonstrated excellent verbal and written communications skills. Demonstrated strong organizational skills. Computer skills in Microsoft applications of Word and Excel as well as Google Docs and Sheets. Demonstrated ability to work independently when required with attention to detail. Ability to work effectively as a member of a diverse team.
Preferred: Customer service skills in-person and on the telephone. Experience working in an office environment and with office equipment such as copiers, faxes and printers. Experience with PeopleSoft applications, either HRMS or EFS. Experience with events planning or coordination.

APPLICATION PROCEDURE
Apply using the University of Minnesota's online employment system via MyU. Search job number 322801. In order to be considered you must attach a resume and cover letter, detailing your qualifications and interest in the position. If you know your Fall 2018 schedule information, please include this availability information as part of your cover letter or attach as a separate document. We will begin reviewing applications immediately.