UNDERGRADUATE OFFICE ASSISTANT
JOB OPENING ID 331997

JOB DESCRIPTION
The Institute for Social Research and Data Innovation (ISRDI, www.pop.umn.edu) seeks an undergraduate office assistant to work with its Admin Core. We are looking for an individual to be responsible for office reception and operations assistance during weekday business hours. This is a great opportunity for students interested in careers in HR, finance, events management, or administration. This is an immediate opening, continuing through Fall 2019 and beyond. Preference will be given to applicants with at least some availability on Tuesdays and Thursdays from 9-1 during the Fall Semester.

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; 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: $11.17/hour.

QUALIFICATIONS
Required: Restricted to undergraduate 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 331997. Attach a resume, a cover letter, and your Fall 2019 availability to your application. In order to be considered, you must provide us with both of those documents. Your current (Fall 2019) availability may be included as part of your cover letter or attached as a separate document. We will begin reviewing applications immediately.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.