



Student Office Assistant

Idaho State University

Department: **Mathematics & Statistics**
Hours: **10-15 hours per week** (funding permitting)
Hourly rate: **\$13.00/hour**
Start Date: **As soon as position is filled**
Note: **Must be Work Study eligible**

Duties include but are not limited to:

- be present in the Department office with or without supervision
- maybe responsible to open or close the office, depending on schedule
- answer phone and assist office visitors to respond to basic questions, referring to relevant contacts within and beyond the department
- perform light clerical duties in the office and other office-related tasks
- help with small projects in the department as assigned by Chair or Administrative Assistant
- run occasional on-campus errands

Incumbent must:

- be reliable and trust worthy
- maintain confidentiality
- be proactive and able to work independently
- have good customer service skills
- have experience in Word and Excel
- be technologically adept to work with new and existing tools

Preferred but not required:

- experience with Google Suite products (e.g. Drive, Docs, Sheets, Sites)
- experience working in an office setting

*Due to the nature of this position, the incumbent may not be taking courses in mathematics or statistics.

For application instructions, please visit joinhandshake.com OR isu.edu/math/job-openings/