**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 trustworthy  
- 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](http://joinhandshake.com)  
OR  
[isu.edu/math/job-openings/](http://isu.edu/math/job-openings/)