Student Data & Information Assistant
Idaho State University

Applications open on July 25th, 2022 at 12:00 am

Job Description

Job Title: Student Data & Information Assistant
Department: Mathematics & Statistics
Posted: July 2022
Pay rate: $11/hour
Hours: 10 hours per week for the 2022-2023 academic year. Work may begin sooner if a qualified candidate is found.

Students interested in learning about professional development in education or students with experience and interest in data entry, document writing, and media creation are encouraged to apply. Student applicants must be well-organized, detail-oriented, accountable and reliable in a flexible working environment and schedule. While we will consider all majors, those with specific experiences related to the position or with majors more closely aligned with the larger goals of the project are preferred.

Duties Include:
- Data entry, document writing, and media creation
- Website and email listserv maintenance
- Communication via email, phone, video conference, and shared office tasks
- Advertising and record keeping of event data
- Technologically adept to work with new and existing tools
- Coordinating and monitoring grant activities (e.g., workshop logistics, mini-grant applications)
- Helping to staff STEM outreach activities, assist in coordinating STEM events

Skills and Disposition Requirements:
- Highly organized; outstanding communications skills
- Proactive and ability to work independently
- Good collaborator and able to work alongside co-workers
- Experience working in Google and/or Microsoft spreadsheets and word processors is preferred.
- Applicants must be undergraduate students at Idaho State University
Two ways to apply:

1) Apply on joinhandshake.com  Job #6699989  (OR)
2) Apply by sending requested materials to math@isu.edu