

INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

UNDERGRADUATE OFFICE ASSISTANT JOB OPENING ID 354339

JOB DESCRIPTION

The Institute for Social Research and Data Innovation (ISRDI, <http://www.isrdi.umn.edu>) seeks up to two undergraduate office assistants to work with its Admin team. We are looking for individuals 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 the academic year and beyond (pending satisfactory performance).

Starting rate: \$15/hour.

Office Location: This position requires on-site work in our Willey Hall (West Bank) office.

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. Office assistants are expected to work 10-20 hours per week.

QUALIFICATIONS

Hours: We are specifically looking for students with at least some availability between 8AM-Noon, Monday, Wednesday, and/or Friday. There are NO evenings or weekend hours available.

Required: Restricted to undergraduate students admitted to a degree program and currently enrolled as a student at the University of Minnesota. Students must be enrolled in at least 6 credits to hold a position. 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 354339.** Attach a resume, a cover letter, and your Spring 2023 availability to your application. In order to be considered, you **must** provide us with all of these documents. We are looking to hire ASAP and will begin reviewing applications immediately.