



Student Office Assistant

Idaho State University

Department: **Mathematics & Statistics**
Hours: **20-25 hours per week**
Hourly rate: **\$13.00/hour**
Start Date: **As soon as position is filled**
Note: **Must be Work Study eligible**

The student in this position will provide front office support to the Administrative Assistant, Department Chair, and faculty in the department.

Duties include, but are not limited to:

- be present in the Department office with or without supervision
- may be responsible to open and or close the office on some days
- answer phone and assist office visitors to respond to basic question or refer to appropriate persons, take messages.
- perform light clerical duties and other office-related tasks
- perform data entry, scan documents, print/copy documents
- help with small projects in the department as assigned
- run occasional on-campus errands
- set up refreshments for occasional department events
- stock faculty supplies, printer paper, etc..

Incumbent must:

- be reliable and trust worthy
- maintain confidentiality
- be proactive and be able to work independently, self-starter
- have good customer service skills
- have good verbal and written communication skills
- know how to use Word and Excel
- be able to help with some tasks that require physical labor that include walking, bending, kneeling, reaching, carrying, etc..
- be able to lift 30 lbs

Preferred but not required:

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

Additional:

- Position may begin sooner than February 3 if a qualified applicant is found.
- Applicants may apply through Handshake or they may send their application materials to math@isu.edu (send a copy of your 1) class schedule, 2) resume, and 3) application (application is located at <https://www.isu.edu/math/job-openings/>)

****Due to the nature of this position, the incumbent may not be taking courses math/stats courses in the department**

For application instructions, please visit [joinhandshake.com](https://www.joinhandshake.com) (job #9592524) OR [isu.edu/math/job-openings/](https://www.isu.edu/math/job-openings/)