Available Immediately | Two positions

Student Job Opening: Administrative Aide – Project Position

The Department of Earth and Planetary Sciences is seeking a work-study eligible student to provide project and task based support to our department, in a wide-range of areas. We can match your skills to our projects!

Some areas of needed support include maintaining databases, assisting with Excel tracking of expenses, assisting with photo displays, coordinating collection of stories and photos for annual publication, updating current social media streams and assisting department staff and faculty with project specific tasks as defined.

Position Qualifications:

Strong organizational skills essential, positive attitude and strong communication skills needed. Prior experience with Wordpress, Photoshop, Excel or Access a plus.

Must be able to work 6-8 hours per week. Preference will be given to applicants who are able to commit to working in the department for a full quarter, and if possible, through end of the year.

PAY RATE: $11.50/hr

CONTACT: Lisa Jene Collins, 847-467-1002, lisa@earth.northwestern.edu