

Available Spring and/or Summer 2017 | 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, which includes maintaining databases, assisting with Excel tracking of expenses, assisting with photo displays, coordinating collection of stories and photos for annual publication, and assisting department staff and faculty with project specific tasks as defined.

Position Qualifications:

Successful applicants will have working knowledge of Wordpress, Photoshop, Excel and Access with demonstrated approach to tackling assigned responsibilities with a positive attitude. Strong organizational skills essential, previous experience with budget maintenance 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 the full quarter and if possible, next year as well.

PAY RATE: \$9.75/hr

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

