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08-Oct-2024

Office Assistant (FWS Eligible)

Student Worker III

105155BR

Job Description

The Center for American Institutions is looking for a candidate with strong customer service and written communication skills for an Office Assistant position.

This position involves customer service (in-person, via email and on the phone) and office/clerical support. Responsibilities include administrative tasks such as answering phones, greeting the public, providing general information, data entry and word processing, directing students to resources, and supporting department staff with various projects and tasks including support for events. The position may entail researching electronic and print news outlets: updating social media sites, websites and databases, and researching potential grant submission opportunities.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

Center for American Institute

Full-Time/Part-Time

Part-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$15.62 per hour

Close Date

18-October-2024

**Essential Duties**

- Routine administrative tasks
- Events support
- Research
- Communications support

Minimum Qualifications

A significant amount of specialized training or experience is required.

Desired Qualifications

Experience working in a government agency

Completed course work in political science, history, and/or civic and economic thought and leadership

Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse (75%).
- Frequently required to stand for varying lengths of time, to climb steps and walk moderate distances to perform work (25%).

Department Statement

The Center for American Institutions in The College of Liberal Arts and Sciences at Arizona State University has a single nonpartisan purpose: Preserving and renewing our fundamental American institutions to maintain well-ordered liberty in an exceptional nation through the fostering and renewal of foundational American institutions including civic, religious, legal, financial, political, military and family.

The Center for American Institutions relies on philanthropic community and foundation support. These resources provide support for community and student programming, research, teaching fellows, undergraduate research fellows and a dedicated team of staff members.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and



cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of



experience. For example, a four year Bachelor's degree is equal to four years of experience.

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