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07-Oct-2024

AIDA Administrative Aide

Student Worker III

105149BR

Job Description

This position is to help the Center for AI and Data Analytics for Business and Society (AIDA) with administrative and some research tasks. This includes building our website, building and reviewing presentation collateral, supporting meetings and events, performing institutional research tasks, researching potential partners, and other tasks as assigned.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

WPC Information Systems

Full-Time/Part-Time

Part-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is a grant funded position. Continuation is contingent on future grant funding.

Salary Range

\$15.62 per hour

Close Date

18-October-2024

Essential Duties

- Build and maintain AIDA website
- Build and maintain forms, reports, and other office documents
- Design appealing brochures and other marketing collateral
- Research firms and trends for potential partnerships with AIDA



- Other duties as assigned

Minimum Qualifications

A significant amount of specialized training or experience is required.

Desired Qualifications

- Knowledge of good design principles
- Ability to build and maintain an appealing website
- Good proofing and marketing skills
- Knowledge of AI and Data Analytics
- Industry focused research and market analysis skills

Working Environment

This will be a hybrid work environment with some in-person meetings and events with some remote work.

Department Statement

The Department of Information Systems researches and teaches topics surrounding data/information and systems/technologies that are used to support operations, decision making, and strategies in organizations and to address inefficiency and enhance welfare in society.

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.

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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>.

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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