



- [Job search](#)
- [About ASU](#)
- [All ASU Careers](#)
- [Customer Assistance](#)
- [Candidate](#)

[Zone ▼](#)

[Sign Out](#)

08-Oct-2024

Latinos and Health: Undergraduate Aide (FWS Eligible)

Student Worker I

105177BR

Job Description

Help with literature review, data input, secondary data collection, and helping with manuscript development (finding citations).

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

School of Transborder Studies

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

\$14.35 - \$15.05 per hour; DOE

Close Date

11-October-2024

Essential Duties

Job duties include making copies, scanning materials, and the use of Microsoft office suite. The student worker will also help with uploading materials online including, manuscripts for submission in academic journals.

Minimum Qualifications

Little or no training or experience is required.

Desired Qualifications

- Read and speak English and Spanish
- Know how to use Microsoft Office Suite

Working Environment

Virtual / Remote

Department Statement

The School of Transborder Studies promotes academic excellence and social change by developing cutting-edge interdisciplinary knowledge regarding the populations of the U.S.-Mexico borderlands and beyond. Our aim is to affect social change by developing and nurturing integrated transborder scholarship and teaching, leading to more prosperous and sustainable transborder communities. We strive to affect transborder policy and social practice to promote individual, group, and regional prosperity in a globalized world.

Visit <http://sts.asu.edu/> to learn more about the School of Transborder Studies.

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>.

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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