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30-Sep-2024

Office Aide

Student Worker II

105011BR

Job Description

The School of Electrical , Computer, and Energy Engineering is seeking an Office Aide. This position will work with staff, faculty, students, and visitors performing clerical and customer service responsibilities. The incumbent will assist with data entry, electronic filing, scanning, running errands, placing orders, sorting mail, and scheduling room reservations.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

Sch Elect Comptr & Energy Engr

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

\$14.75 per hour

Close Date

11-October-2024

Essential Duties

- Greeting visitors
- Ordering supplies
- Electronic scanning and filing
- Sorting and delivering mail

- Processing transactions in Workday
- Corresponding with vendors via email and over the phone
- Data entry
- Processing and scheduling FedEx shipping request
- Managing package deliveries (recieving/logging/tracking)

Minimum Qualifications

Requires previous knowledge or skill and/or equivalent experience or training.

Desired Qualifications

- Non-engineering undergraduate student
- Strong work ethic
- Comfortable coordination with peers
- Punctuality
- Strong communicator
- Front desk/administrator experience
- Previous experience with ASU financial and travel systems is a plus
- Previous on campus work experience is a plus
- Experience with Microsoft office software (outlook, Word, Excel , and OneNote)

Working Environment

- Using a computer and a copy/fax machine
- Running errands around campus
- Lifting no more than 15-20 lbs
- In-person front office coverage of GWC 208

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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