

{ "1": { "Date Posted": "01-Apr-2024", "job name": "Data & Systems Assistant (FWS Eligible)", "Student Worker": "Student Worker III", "Job ID": "99818BR", "Department Name": "WPC Career Mgmt & Employer Eng", "Recruitment Type": "Student Hire Hourly", "Type": "Part-Time", "job Description": "The W. P. Carey School of Business Career Services Center (CSC) team is seeking a self-motivated student for a role that is vital to the major projects and operations of the department. This position will be responsible for providing high-level support to internal and external stakeholders in a fast-paced environment, requiring significant customer service, communication, project management, and problem-solving skills.", "minimum qualifications": "A significant amount of specialized training or experience is required.", "Desired Qualifications": "Undergraduate student with previous experience in data entry, management, and/or analysis
 \u25cf Business data analytics major and/or familiarity with business degree programs preferred
 \u25cf Professional oral and written communication skills
 \u25cf Proficient in Microsoft Excel and/or Google Sheets with a willingness to learn other software systems as is necessary; familiarity with Handshake platform preferred
 \u25cf Creative problem solving skills, learning agility and ability to adapt to change
 \u25cf Strong customer service and organizational skills with exceptional attention to detail
 \u25cf Ability to work in a team environment and take direction and complete tasks independently, prioritizing and multitasking in order to meet multiple deadlines", "Campus/Location": "Campus: Tempe", "Scope of Search": "Open", "Close Date": "05-April-2024", "Working Environment": "The Data & Systems Assistant role is a 15 hours/week position that reports to the Assistant Director of Operations in partnership with the Business Operations Specialist and the Recruiting & Logistics Coordinators. This role will begin in the Fall 2023 semester. For scheduling, it is preferred to have availability in 3-4 hour blocks of time. The regular working hours for this position fall within normal business hours Monday - Friday, 8:00 a.m. - 5:00 p.m. Special event hours may be required outside of this timeframe, including mornings and/or evenings as needed. Specific hours to be determined with the supervisor." },

"2": { "Date Posted": "01-Apr-2024", "job name": "Front Office Aide (FWS Eligible)", "Student Worker": "Student Worker II", "Job ID": "99736BR", "Department Name": "MDT Music", "Recruitment Type": "Student Hire Hourly", "Type": "Part-Time", "job Description": "The Front Office Aide will provide support to the School of Music, Dance and Theatre Front Office staff members. Works independently and as part of a team will provide customer service to faculty and staff, as well as current and prospective students.", "minimum qualifications": "Requires previous knowledge or skill and/or equivalent experience or training.", "Desired Qualifications": "Current School of Music, Dance and Theatre student preferred
 Some summer availability preferred
 Must have morning availability during the Fall semester
 Applicants with availability 10-15 hours per week during the Fall and Spring semesters are highly preferred
 Basic knowledge of computer applications especially MS Outlook, Word, Excel and Adobe/AdobeX
 Professional verbal and written communication skills
 Desire to work with prospective and current students, faculty and staff
 Strong interpersonal and problem-solving skills
 Must be reliable, have an attention to detail and be a self-starter
 Previous customer service experience
 Ability to navigate computer applications quickly
 Comfortable handling sensitive materials, understanding of FERPA regulations a plus

Six months of office experience.", "Essential Duties": " Answering telephone calls and walk-up inquiries
clerical duties (scanning/copying, editing, data entry)
courier runs to various departments on Tempe campus handling of
sensitive material", "Campus/Location": "Campus: Tempe", "Scope of Search": "Open", "Close Date": "04-April-2024 *EXTENDED*", "Working Environment": "Computer, phone, in-person interaction in a fast-paced office environment with long periods of sitting. Heavy seasonal phone, email and office traffic. Schedule is 10+ hours per week, Monday-Friday, between 8 am-5pm, based on availability. Work Schedule: Based on availability during M-F, 8-5", "3": {"Date Posted": "01-Apr-2024", "job name": " Summer Community Assistant: West Housing ", "Student Worker": "Student Worker V", "Job ID": "100147BR", "Department Name": "UH West Community Assistant", "Recruitment Type": "Student Hire Hourly", "Type": "Part-Time", "job Description": "This position is for the West Valley campus. Summer Community Assistants are live-in student leaders who serve students living in the residence halls throughout the summer. The overall purpose for the Summer CAs is to provide a safe and developmental living and learning environment for their fellow Sun Devils. You must be a West Valley Campus student to apply for this position and remain a West Valley Campus student in good standing with the university for the position duration. The position is for Summer 2024 (May 6, 2024 - August 6, 2024). The compensation package includes a stipend as well as a room and meal plan credit. The stipend will be prorated based on the CA's start date.", "Essential Duties": " Serve in a 24/7 after-hours response rotation inclusive of nights, weekends, holidays, breaks, and University closures. Work 5 hours at a University Housing front desk. Walk through the residence hall facility and community on a consistent basis. Provide support to students in need. Document violations of ASU Student Code of Conduct and ASU Housing Policies. Submit timely maintenance requests through the university's TMA system. Facilitate floor meetings, if necessary. Promote University-sponsored events and initiatives. Be present for summer transition weeks, summer opening, and summer closings; which includes but is not limited to: Checking residents in/out of the residence hall. Attend regular staff meetings (including 1-on-1's with the supervisor). Maintain all required paperwork for residence hall purposes. Other duties as assigned by Residential Life Professional Staff and/or University Housing.", "Minimum Qualifications": "N/A", "Desired Qualifications": {"Minimum Qualifications": " Both a cumulative and semester 2.75 GPA. 15 hour per week time commitment. Pre-Registered for ASU classes for Fall 2024 semester. Must be in Good Standing with ASU Student Rights and Responsibilities.", "Desired Qualifications": "A previous or current resident of a residence hall community, military barracks, etc. Previous student leadership experience (Student Organization Executive Board Member, Peer Mentor, Desk Assistant, Community Assistant, RHA Executive Board Member, Residential Council Executive Board Member, Tutor, etc.). Knowledge of ASU campus resources and the surrounding community. Strong commitment to ASU spirit, pride, and tradition."}, "Campus/Location": "Campus: West Valley", "Scope of Search": "Open", "Close Date": "12-April-2024", "Working Environment": "The Summer Housing Community Assistant must be able to perform the following physical requirements: \n Visually assess the community, surroundings, and

situations that occur spontaneously and then respond appropriately.\n

Verbally communicate with residents and supervisors during both casual and crisis interactions.

\n Operate elevators. \n Use keys, duty phones, and computer systems.\n Access and reach situations where they occur (i.e. inside student rooms, bathrooms, hallways, stairwells, elevators, and building lobbies).\n

Required to stand and sit for varying lengths of time.\n Subject to both environmental conditions: activities occur both inside and outside; not substantially exposed to adverse environmental conditions.\n Walk throughout campus for various meetings, job requirements, and events, regardless of weather conditions."}}