



North American University Business Administration Student Worker Needed

North American University Business Administration Department is seeking a qualified student to assist with various tasks.

Title	Student Worker
Department	Business Administration
Job Type	Part time-or up to 20 hrs/week
Salary	\$9/hr.
Required Qualifications	<ul style="list-style-type: none"> • Understand and follow verbal and written communication clearly • Must have good communication skills • Attention to detail and well organized • Willingness and ability to work an established schedule • GPA 3.3 or higher • MS Office proficiency • Experience updating and monitoring website, social media • Intermediate-level Excel and Python experience preferred
Job Description	<ul style="list-style-type: none"> • Perform various tasks as required from the Business Administration Department • Provide support for department events and programs • Complete weekly documentation • Attend and participate in all training, programs and activities • Ability to work closely with Faculty and Chair.
Job Open Date	10/07/2019
Job Close Date	Until Filled
Required Documents:	1. Cover Letter Submit All Completed Documents 2. Resume To: dtravis@na.edu

Equal Opportunity: North American University does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.