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**Job Description**

**Administration Assistant**

**Student Employee**

**Summary:**

**U**nder the direction of the Human Resource and Payroll Office, student will maintain an active presence in the Administrative office where mail is distributed.

**Job Title:** Administrative Office Assistant

**Rate of Pay:** $9.00 per hour

**Hours/week:** Summer - Up to 20 hours/week

**Employment Period:** Possibility for year-round employment, depending upon students’ availability.

## Duties and Responsibilities:

Collect and distribute mail

Customer Service: Provide excellent customer service to students, faculty, staff, and community members both in-person and on the phone.

Perform other office/clerical duties as assigned.

# **Minimum Job Requirements:**

Must meet student employee eligibility requirements located at (http://www.na.edu/faculty-staff/human-resources/student-workers/student-employment-eligibility/). Must be a NAU student in good standing with the University and must have and maintain a minimum a 2.5 NAU cumulative GPA (2.75 preferred).

**Knowledge and Skills Required:**

* Exceptional customer service skills
* Strong communication skills (verbal and electronic)
* Ability to work both autonomously and with a team
* Friendly, positive and professional demeanor
* Reliable, punctual, conscientious, and exercises good judgment
* Flexibility and ability to multi-task
* Experience with Microsoft Office 2010, including Outlook, Word, and Excel
* Demonstrated experience working with diverse populations
* Prior customer service training and experience working in an office environment.

**PART II: Resume**

**To apply: Please provide your resume to** omaterre@na.edu**. Please include your availability to work this summer (Mon-Fri) in your email.**

I certify that all answers given by me to the questions in this application are true and complete. I understand the falsification, omission, or misrepresentation of fact on this application may be cause for denial of employment or immediate termination of employment if hired, regardless of how discovered.

**PART IV: Signature**

# Please note that by signing below, you also give permission for access to your educational records including GPA, class schedules, and conduct records. Background check may also be required if offered a position. These will be used for verification purposes only and will only be shared as appropriate.

Applicant Name (Print) Applicant Signature Date