Work-Study Position in the History Department

Administrative Aide

Position involves various office tasks including distributing mail/packages, refilling office supplies, copying/scanning/faxing, special projects related to research and data collection, and creating/maintaining spreadsheets. Position occasionally covers the front desk and assists department staff and faculty as needed. Maximum of 10 hours per week. Prefer availability on Tues./Wed./Thurs.

Qualifications:
Must be an NU undergraduate student with a Federal Work-Study allotment for the 2018-19 academic year.

Excellent oral, written and organizational skills.
Attention to detail, initiative and ability to prioritize efficiently.
Works well with students, faculty and staff.
Basic Microsoft Word and Excel skills are required.
Experience with design programs such as Photoshop and Publisher a plus.

PAY RATE: $11.00 - $12.00/hr. DOE
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