

Environmental and Ecological Engineering Student Office Assistant & MyPurduePlan Peer Mentor

EEE is seeking a motivated student to assist with administrative office functions 5-10 hours per week. \$10 per hour. Work Study status is preferred but not required. Student with 2-4 semesters left at Purdue preferred.

General Description:

Student will be responsible for performing general administrative support in the EEE office, which may include working with confidential material. Primary responsibility will be to provide assistance to the EEE Associate Director of Advising. Student will become familiar with the EEE degree requirements and how they fit into myPurduePlan and/or EduNav degree audit tools. Student will work under moderate supervision and be expected to exercise a high level of time management and independent judgment.

Job Duties: (may include but not limited to)

Greet and provide information to visitors to the office, which may include current students, prospective students and family members, prospective faculty, and professionals from industry
Assist with special projects and/or events, as needed
Proofread documents with extreme accuracy
Operate standard office equipment
Copy, sort and file paperwork
Help compose correspondence
Organize content for and create the bi-weekly EEE UG Student Newsletter
Act as an ambassador of EEE at events outside of scheduled hours, as needed
Complete training in BoilerConnect and interface within the system
Complete training in myPurduePlan and/or EduNav audit tools
Assist EEE students with entering their individualized plans of study in tools above, if needed
Provide basic cleaning of the EEE office and POTR 360, and keep these spaces in order

Qualifications Required:

Knowledge of Microsoft Office suite; Proficiency or high level of comfort in Excel
Ability to work with multiple audiences, such as peers, faculty and staff
Ability to learn how to use basic office equipment
Exhibit strong writing, verbal and proofreading skills with close attention to detail
Demonstrate professionalism and excellent customer service skills
Upon hire, must complete FERPA certification (brief confidentiality training)
Website experience a plus
Adobe Design experience a plus

If interested, please send resume and a statement of interest to Tammi Thayer at thayert@purdue.edu no later than 8AM Friday, April 14. Your statement should be 300 words or less addressing how you feel you can contribute to the EEE office based on what you know of the position, and why you would like to work in the EEE office.