

Undergraduate Student Employment Opportunity College of Engineering Graduate Education Office

Position Description:

This position will play a key role in supporting the College of Engineering Graduate Education team. Duties could include:

- Assisting with data entry in Excel
- Organizing files
- Creating and updating flyers, pamphlets, documents etc.
- Preparing for virtual and/or In-person events
- Performing web-searches
- Updating website information
- Compiling emails and e-newsletters
- Collecting and organizing information from a questionnaire/survey
- Creating Gather Town platform for our Graduate Showcase event

The position reports to Lead Administrative Assistant and works closely with the College of Engineering team. The initial term will begin in May and continue through Summer 2024.

Qualifications / Required Skills:

- Experience working in Excel is required. Experience looking up information in databases is helpful.
- Experience working with websites, marketing, recruitment, or communication is helpful.
- Strong organizational skills and attention to detail
- Excellent communication skills (writing, speaking, and listening)
- Self-motivated
- Able to work independently as well as with a team. Able to engage with diverse individuals.
- Able to handle confidential information with discretion. This position has zero tolerance for disclosure of information. Any unauthorized disclosure will result in immediate termination.

Anticipated Start: May 2024

Compensation: Compensation for the position will be \$12.50 an hour. Hours are negotiable but expected to be about 10-12 hours per week. You will be required to go to the office some days but will also be able to work remote on days that we do not need you in the office.

To Apply: Please send a cover letter and resume to Ashlee Zink (astillwe@purdue.edu) by May 10, 2024.