

Office Assistant – Job Description

Position Summary:

- The OUR **Office Assistant** will be responsible for a variety of tasks that facilitate undergraduate involvement in research and creative work
- This position works under the direct supervision of the OUR Program Coordinator.

Key Areas of Responsibility:

- Assist with the coordination of OUR events, including the Fall and Spring Undergraduate Research Festivals (FURF/SURF), Research in the Capitol, Quick Pitch Challenge, workshops and information sessions, etc.
- Administrative tasks including: data entry, communications, materials preparation, social media, website maintenance, etc.
- Other duties as assigned

Qualifications (Required):

- Current University of Iowa undergraduate student in good academic standing
- Excellent written and verbal communication skills – both personally and professionally
- High attention to detail is required; accuracy in your work must be maintained at all times.
- Ability to work independently and have the initiative to solve minor problems as they arise.

Qualifications (Desired):

- Knowledge of Microsoft Office, most specifically Excel
- Involvement in research or creative work as an undergraduate
- Proficiency on various social media platforms
- Knowledge of design software (Adobe Illustrator, Canva)

Time Commitment and Compensation:

- To start in the Fall
- Hours and days are flexible – typically 5-10 hours a week (prefer 2 hour or more blocks of time)
- Pay Rate is \$14.00 per hour

To apply:

- Please complete the online application form, which can be found here https://uiowa.qualtrics.com/jfe/form/SV_6VvVxNd5jfY2fZQ
- Please direct questions to the OUR team at undergraduate-research@uiowa.edu