WE ARE HIRING
A Student Worker in Sierra Vista, AZ

Administrative Front Desk Coverage

This position will pay $14.50/hour at 25 hours per week. This position is required to be in person at the Sierra Vista, AZ campus.

Responsibilities:
- Assist with coverage for the front desk by greeting customers and answering phones.
- Minor calendar monitoring
- Distribute incoming mail and packages as needed
- Copying, scanning, and distribution of documents as needed
- Reviewing, reading, and sending emails as needed
- Assisting with campus events and administrative activities

Minimum Qualifications:
- UArizona student enrolled in at least 6 units in an undergraduate program.
- Experience with administrative tasks such as answering phones, greeting customers, answering questions, copying, scanning, etc.

Knowledge, Skills, and Abilities:
- Time Management
- Multitasking
- Excellent written and verbal communication
- Problem-solving
- Self-motivated
- Commitment to the culture of Diversity, Equity, Inclusion, and accessibility at the University of Arizona

To Apply:
Please send a cover letter and resume to Meredith Wenrich, CAST Admin. Operations Manager at mwenrich@arizona.edu

1140 Colombo Ave, Sierra Vista, AZ 85635