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 Amanda King, Exec. Assistant at amandabking@arizona.edu

1140 Colombo Ave, Sierra Vista, AZ 85635