



College of Applied
Science & Technology

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