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, Three Minute Research Story, 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 and Publisher
• 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 immediately
• Hours and days are flexible – typically 5-10 hours a week
• Must have availability from 9-4pm M-Th and 9-2pm on Friday (prefer 2 hour or more blocks of time)
• Pay Rate is $12.50 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