

Job Details

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Job ID	11710
Job Type	On-Campus Hourly
Employer	Microbiology, Immunology and Pathology (1682)
Date Posted	Jan 31, 2017
Category	Administrative Services & Related
Job Description	<p>We are looking for a proactive, enthusiastic student employee to help us with diverse department web and technology development as well as customer service in the front office of the Microbiology Building. This position will assist the Web and Technology Development Coordinator and Financial and Data Analyst with various web and technology-related projects for a large academic research department. Additionally, this building experiences medium to high traffic and customer service needs from our researchers, teaching faculty, students, and staff, so the position will assist with basic customer service and other duties.</p> <ul style="list-style-type: none"> • Provide general clerical and customer service support • Assist with website content maintenance and development • Assist with maintenance and development of department intranet • Other duties as assigned
Job Requirements	<ul style="list-style-type: none"> • Coursework in Media Communications, Computer Sciences, Computer Information Systems, Business or other related area • Knowledge of MS Office Suite • Web Development experience • Strong communication and writing skills • Office or customer service experience • Creative problem solver <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience with Office 365 • Experience with WordPress • Experience with SharePoint, InfoPath, and SharePoint Designer • Experience with Access or Microsoft SQL Server
Available Openings	1
Hours	10.0 to 15.0 hours per week
Specific Hours	
Hourly Rate	\$10.00/hour, \$10 - \$12/hour depending on qualifications
Time Frame	Ongoing
Start Date	
Contact Name	Corrine A Lindstadt
Contact Email	Corrine.Lindstadt@colostate.edu
Work Location	Alternate Contact: Madelein Lopez 970-491-3510 madelein.lopez@colostate.edu
Phone	970-491-6531
Fax	N/A
How to Apply	<p>Please submit a cover letter, a resume, including three professional references, a copy of your class schedule, and a copy of your work-study award. Please be sure to indicate if there are any times you cannot work that are not shown on your class schedule.</p>

For additional information, please contact Corrine Lindstadt
(corrine.lindstadt@colostate.edu) or Madelein Lopez
(madelein.lopez@colostate.edu).

Other Contact

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