



Business Administration Department Student Assistant

The Business Administration Department will employ a student to assist with various tasks.

Job Title: Business Administration Department Student Assistant

Hours/week: Up to 20 hours/week

Employment Period: 2024-2025 Fall/Spring/Summer

Supervisor: Business Department Chair

Department: Business Administration Department

Rate of Pay: Undergraduate \$10 per hour, Graduate: \$12 per hour

Schedule: Flexible with students' class schedule

Location: On campus – 11929 W. Airport Blvd. Stafford, TX 77477

Evaluation: 30-day evaluation

Duties and Responsibilities:

- Monitoring, updating and developing departmental web site.
- Attending and providing support for department meetings, programs, club events, and activities as needed.
- Mentoring freshmen students on registration, scheduling course and campus facilities.
- Assisting with general department duties as requested and required by the department chair and/or faculty.

Minimum Job Requirements:

Must be eligible for FWS employment and must meet student employee eligibility requirements located at <https://www.na.edu/faculty-staff/human-resources/student-workers/student-employee-eligibility/> Must be a NAU student in good standing with the University and must have and maintain a minimum of 3.00 NAU cumulative GPA.

Knowledge and Skills Required:

- Extensive knowledge of web site developing and monitoring skills (no student without this skill will be hired).
- Extremely dependable, punctual with an established schedule, and able to maintain confidentiality of the matters.
- Excellent communication skills, attention to details, well-organized, and work well independently.

To Apply: The CVs should be sent to business@na.edu by August 27, 2025, or students can bring their CVs to Room 812 in person. The interview and hiring process will be finalized immediately.

North American University is an Equal Opportunity/Affirmative Action employer. NAU is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to recruit qualified individuals of diverse backgrounds to its faculty, staff, and student body. NAU does not discriminate against individuals on the basis of race, color, religion, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status in its admission policies, educational programs, or employment of faculty and staff.