



## **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:** 2023-2024 Fall/Spring/Summer

**Supervisor:** Business Dep. Chair

**Department:** Business Administration Department

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

**Schedule:** Flexible with student's class schedule

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

**Evaluation:** 30-day evaluation

### **Duties and Responsibilities:**

- Ability to work closely with department chair and faculty
- Attend and provide support for department meetings, programs, club events, and activities as needed
- Assist with monitoring department activities and keeping statistics
- Adhere to department policies and procedures
- Complete weekly documentation
- Assist in maintaining the department's bulletin board, keeping it neat, orderly, and up to date
- Ensure correct shelving and maintain records of department books and files
- Assist with general department duties as requested and required by the department chair and/or faculty

### **Minimum Job Requirements:**

Must meet student employee eligibility requirements located at (<http://www.na.edu/faculty-staff/human-resources/student-workers/student-employment-eligibility/>). Must be a NAU student in good standing with the University and must have and maintain a minimum of 2.75 NAU cumulative GPA.

### **Knowledge and Skills Required:**

- Extremely dependable, punctual, professional, and able to maintain confidentiality regarding all office matters.
- Excellent communication skills.
- Attention to detail and well-organized.
- Works well in groups and independently.
- Willingness and ability to work as per established schedule with punctuality being of high importance.
- Experience with Microsoft Office products, including Outlook, Word, Excel, Forms, and Teams.
- Intermediate-level Excel and monitoring website, social media experience preferred.
- Demonstrated experience working with diverse populations.

**To Apply:** The CVs should be sent to [business@na.edu](mailto:business@na.edu) by February 9, 2024, or students can bring their CVs to Room 812 in person. The interview and hiring process will be finalized immediately.

All applicants will be considered.

*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.*