

## Student Worker – Office of Institutional Effectiveness and Planning (OIEP)

### *Position Summary:*

The Office of Institutional Effectiveness and Planning (OIEP) seeks two qualified Student Workers to provide administrative and data support to the department. This position assists with database maintenance, data entry, reporting support, and general office operations. The role requires strong attention to detail, proficiency in Microsoft Office 365 applications, and effective communication skills.

<b>Job Title:</b>	Student Worker - OIEP
<b>Department</b>	OIEP
<b>Employment Status:</b>	Part-Time, Student Position – Up to two (2) positions available

### *Essential Duties and Responsibilities:*

- Perform data entry and maintain accuracy of institutional databases
- Assist with organizing, updating, and verifying data records
- Generate and update reports using Microsoft Excel
- Utilize Microsoft Office 365 tools (Excel, Word, Outlook, Teams) to support departmental operations
- Support survey tracking and data compilation processes
- Maintain confidential student and institutional information in compliance with college policies
- Provide general administrative and operational support to the department
- Communicate professionally with faculty, staff, and internal stakeholders as needed
- Perform other duties as assigned

### **Minimum Qualifications:**

- *Must have a valid 2025-2026 FAFSA on file*
- Currently enrolled student in good academic standing
- Proficiency in Microsoft Office 365 applications, particularly Excel (including basic formulas, sorting, filtering, and data organization)
- Strong written and verbal communication skills
- High level of accuracy and attention to detail
- Ability to maintain confidentiality of sensitive information

### *Knowledge and Skills Required:*

- Ability to manage multiple tasks and meet deadlines
- Strong organizational and time-management skills
- Analytical and problem-solving skills
- Ability to work independently and as part of a team

### **To Apply:**

Interested candidates should submit a resume to NAU Institutional Effectiveness Assistant [iea@na.edu](mailto:iea@na.edu) and include your availability to work (Mon-Fri) in your message.

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