



Admissions Student Assistant

The NAU Admissions Office is looking for Enthusiastic NAU Students to work in the Admissions Department.

Job Title: Admissions Student Assistant

Rate of Pay: \$9.00 per hour

Hours/week: Fall/Spring - Up to 20 hours/week

Employment Period: Fall 2021

Duties and Responsibilities:

- Represent NAU in transfer fairs as a student representative.
- Assist in the day to day tasks in the International Admissions area.
- Assist in the general undergraduate admissions area.
- Ability to work closely with a diverse group of individuals.

Minimum Job Requirements:

- Must attend NAU as a **Full-Time** Student and be in good standing.

Knowledge and Skills Required:

- Multi or bi-lingual preferred, i.e. Spanish, Arabic, French and/or etc..
- Must be dependable, punctual, professional, and able to maintain confidentiality regarding all office matters.
- Attention to detail and be well organized.
- Works well in groups and independently.
- Experience with Microsoft Office 2010, including Outlook, Word, and Excel.

To Apply: Send a resume and cover letter to admissions@na.edu by October 08, 2021

All eligible 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.