

Office of Undergraduate Research Office Assistant

Office/Department: Office of Undergraduate Research

Contact Name: Dr. Lorraine W. Wolf, Director of Undergraduate Research

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Length of Position: One year (graduation date must be after May 2019). Position may be renewed. Flexible start date. Approximately 8-10 hours/week. The pay rate is \$11-12/hour, depending on experience.

Position Description:

The Office Assistant provides support for projects and activities related to fostering excellence in undergraduate education through research. The successful candidate should have excellent writing, communication and organizational skills. S/he must be a self-starter and able to work within deadlines, manage multiple assignments and collaborate effectively with others.

Responsibilities include:

- Assist with the mission of the Office of Undergraduate Research by facilitating activities related to undergraduate research.
- Work with others to plan and implement activities associated with the Undergraduate Research Fellowship program and the “This is Research: Student Symposium”.
- Develop content for social media and help manage UGR social media presence.
- Assist with grant applications, publication projects, outreach activities, marketing material, and assessment endeavors.

Desired Qualifications:

1. Excellent command of written English; ability to communicate effectively through email and electronic media
2. Interest in and experience with undergraduate research
3. Knowledge of webpage construction would be helpful but not required
4. Working knowledge of MS Office products, such as Word and Excel
5. Professional demeanor

To APPLY: Upload a letter of interest explaining your qualifications for the position, a resume, transcript, and contact information for at least two professional references to the student employment website or email these documents to undgres@auburn.edu . The position will remain open until filled. Review of applications will begin immediately.