

Job Description

Job Title: Office Specialist

Job ID: 14646

Location: Tempe campus

Full/Part Time: Full-Time

Regular/Temporary: Regular

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College/Division

College of Liberal Arts and Sciences

Scope of Search

Open to Public

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Posted Rate of Pay

\$25,000-29,000/year, DOE.

Duties and Responsibilities

The School of Human Evolution and Social Change is seeking an individual responsible for all aspects of front desk operations in a dynamic and fast-paced office. The successful candidate will greet visitors and inquiries with professionalism, tact and efficiency and provide accurate and timely responses to all requests. The position manages equipment, keys, supplies, and records to support the operational needs of this large and complex School. The position reports directly to an office manager and works in tandem with a large staff extending across the School and its museum, institutes, and centers.

Other duties include maintaining service-oriented relationships with various internal and external contacts; planning and directing the workflow of student office staff; planning and arranging details for special events; and assisting with general office and clerical functions, particularly those related to academic and student services, facilities, inventory, space, equipment and supplies. Other duties as assigned.

The projected start date is July 1, 2008.

DAYS AND SCHEDULE: Monday-Friday 8:00AM-5:00PM

Minimum Qualifications

Three years of office/clerical experience which includes one year in a directly related function; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Department Statement/Gen Info

Known for its leadership in innovative education and research, the School of Human Evolution and Social Change is home to some of the nation's top-ranked anthropology programs and faculty. It builds on the chief strength of the field, its holistic, long-term perspective to reach beyond the scope that traditionally defines the study of anthropology. By integrating the latest scientific tools and knowledge, the School advances discoveries about who we were, where we are going, and how we may alter our destiny. The School offers a dynamic and challenging work environment for staff due to its rapid pace, complex array of research and academic programs, and high profile initiatives. It is a vital part of the College of Liberal Arts and Sciences, ASU's largest and most diverse college, which is comprised of 30 schools, departments and programs and 29 research centers and institutes. For complete information see <http://www.asu.edu/shesc>

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Standard Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 63,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Arizona State University is an Equal Opportunity/Affirmative Action employer.

Close Date

May 30, 2008

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated. Complete required information and attach cover letter, resume, and names, addresses and phone numbers of three professional references. REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT. Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.

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