



Colorado Water Institute Job Opportunity

Job Title: Student Admin Assistant Position

Posting Date: 08/31/17

Department: Colorado Water Institute, CSU

Hours: 10-20/week

Pay Rate: Starting at \$10.00/hour

Start Date: As soon as possible

Job Description/Summary:

The Colorado Water Institute is looking for a student to work throughout their college career. This is a great opportunity to learn on the job and enhance your skill sets in an office environment. Job responsibilities include, but are not limited to: assisting the departmental accountant; generating and distributing monthly accounting reports; handling departmental procurement, purchasing, and supply orders; tracking departmental research projects; managing departmental travel; interacting with faculty, staff, vendors and visitors; filing; answering phones; data entry; general office duties; and errands.

Perks and Benefits:

- Office located on CSU Campus in the Engineering Building next to the Oval
- Flexible work schedule
- State of the art technology

Preferred Skills:

- Excellent interpersonal, communication, and organizational skills
- Minimum typing speed of 55 wpm
- Strong Microsoft Office 2016 skills (Outlook, Word, Excel, PowerPoint)
- Dependable team player
- Driver's license required

A Successful Candidate Will:

- Exhibit strong written and verbal communication skills, attention to detail, and an ability to learn quickly
- Demonstrate initiative, an ability to track multiple projects, and reprioritize tasks quickly
- Be pursuing a degree in business administration

If you are a flexible, dedicated, motivated CSU student who is willing to accept job responsibility and be a team player, this position is for you. Freshman and sophomores are encouraged to apply and we are willing to train the right person. Pay will commensurate with experience.

To apply for this position, please send a cover letter and your resume to Nancy.Grice@colostate.edu with the subject line: CWI Student Accounting Admin Intern Application