POSITION ANNOUNCEMENT

Federal Work-Study – Academic Affairs

Position Qualifications:
- Currently enrolled UAB student with Federal work-study funding.
- Clerical, administrative and basic office skills
- Excellent customer service and interpersonal skills
- Basic people skills; able to relay messages and answer questions accordingly
- Basic knowledge about school organization
- Knowledge of Microsoft Word, Excel, and other Microsoft Office tools
- Overall professional attention to detail

Responsibilities:
- Basic clerical / administrative duties: copying, scanning, shredding, entering data into Excel spreadsheets, create award certificates, etc.
- Retrieve data from national databases for reporting purposes
- Assistance with various meetings and events: Orientation, Immersions, Intensives, Collaboratives, etc.
- Interact positively with students, faculty, and staff within the School of Nursing
- Other duties as assigned

Requests for applications may be directed to: sonemployment@uab.edu.

For additional questions regarding this position, please contact: Kari Jackson at karitj@uab.edu.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.