TDN Aide (FWS Eligible)
Student Worker II
47541BR

Job Description
The Office Knowledge Enterprise Development's Entrepreneurship + Innovation is seeking a resourceful and motivated student to join the Training and Development Network team as a TDN Aide who will be assigned a variety of tasks. Under general supervision of the TDN Executive Director, the incumbent will assist in planning, organizing, and coordinating activities, functions, and programs in accordance with priorities, time limitations, funding limitations or other specifications. This position will support tasks related to the Entrepreneurship + Innovation Training and Development Network such as info sessions, workshops, boot-camps, hackathons, training series, courses, online offerings, and other training events, tools, and opportunities as they develop. The incumbent will be expected to complete these tasks up to 20 hours a week at ASU Skysong.

Student Recruitment Type
Student Hire Hourly

Campus/Location
Off-Campus: Scottsdale

Department Name
Entrepreneurship + Innovation

Full-Time/Part-Time
Part-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

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

Salary Range
$10.15 - $10.55 per hour; DOE

Close Date
19-December-2018

Essential Duties
- Complete data entry tasks affiliated with regular Training and Development Network offerings.
- Assist with researching missing data for upcoming Training and Development Network offerings.
Create draft marketing materials for Training and Development Network offerings.

Disseminate Training and Development Network offerings via various communication channels as assigned.

Assist with logistics and hospitality for select training events.

Assist with the management of registration for events.

Assists with event stakeholder follow up (speakers, vendors, and caterers).

Assists with managing digital content for various Training and Development Network events.

Basic Web editing as assigned.

Minimum Qualifications
Requires previous knowledge or skill and/or equivalent experience or training.

Desired Qualifications

- Experience with data entry.
- Experience with scheduling events and managing hospitality functions.
- Experience in client communication, professional communication and software.

Working Environment

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
- Visual acuity and manual dexterity associated with daily use of a desktop computer; bending, stooping, reaching and lifting up to 20 pounds.
- Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties.
- Regular review of completed tasks.

Department Statement
For the fourth year in a row, ASU has been named the most innovative school in the nation, recognizing the university’s culture of groundbreaking research and partnerships, as well as its commitment to helping students thrive in college and beyond. U.S. News and World Report, has named ASU as the most innovative university all four years the category has existed.

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship, and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship and share what we learn with the community and the world. We make discovery possible. http://research.asu.edu/
ASU 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 80,000 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.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report
Arizona State University is committed to providing safety and security resources and information for our students, faculty, staff, and visitors. In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), ASU publishes an Annual Security and Fire Safety Report, which includes safety and security policies and procedures, crime and fire prevention information, crime and fire statistics, and numerous resources for current and prospective students and employees. To access the ASU Annual Security and Fire Safety Report online, visit [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). A hard copy of this report may be obtained, free of charge, by contacting the ASU Police Department at 480-965-3456 or by visiting the ASU Police Department at 325 E. Apache Blvd., Tempe, Arizona, during business hours (M-F, 8 a.m. to 5 p.m.).

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.