26-Apr-2018

**AMT Aide (FWS Eligible)**
Student Worker III
41323BR

**Job Description**

The Office of Research and Sponsored Projects Administration (ORSPA) is seeking a motivated, service-oriented, collaborative **AMT Aide** to join our Award Management Team (AMT). Being a part of AMT means engaging in our mission in assisting faculty and staff to successfully manage external funding for ASU’s research activities. As an AMT Aide, you will be supporting Grant and Contract Officers by preparing invoices, financial reports and agreement modifications to existing external funding. The selected student worker will gain a general understanding of our ASU Research Enterprise, systems used and have experience for future business, accounting, and financial management positions. 15-20 hours per week, with additional hours available during the summer and breaks.

**Student Recruitment Type**
Student Hire Hourly

**Department Name**
ORSPA Students Workers

**VP Code**
KNOWLEDGE ENTERPRISE DEV

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

**Salary Range**
$11.25 per hour

**Campus/Location**
Campus: Tempe

**Full-Time/Part-Time**
Part-Time

**Scope of Search**
Open

**Essential Duties**

- Prepare invoices, financial reports, and agreement modifications.
- Monitor email, coordinate mailings, and interface with internal and external stakeholders.
- Effectively partner with student workers and staff.
- Other departmental tasks and assignments upon request.

**Minimum Qualifications**

A significant amount of specialized training or experience is required.

**Desired Qualifications**

- Must have interest in accounting and financial management.
• Prior administrative experience preferred.

• Undergraduate students, Freshman, Sophomore or Junior preferred.

• Must have the ability to work with a team, as well as being a self-starter capable of working independently.

• Must have the ability to apply good judgment and decision-making and maintain confidentiality.

• Must have excellent communication skills – written and oral.

• Must be able to work in a dynamic, fast-paced environment.

• Must be flexible, be dependable, and have a great attitude.

• Must have the ability to organize, prioritize, and perform detailed work in a timely manner.

• Must have the ability to accurately enter information into various computer programs, analyzing for errors, reporting problems with data, and organizing files and collecting data to be entered into the computer systems.

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

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/](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 90,000 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.

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.