21-Jun-2018

Business Office Assistant (FWS Eligible)
Student Worker II
42944BR

Job Description

The Center for Applied Structural Discovery is seeking a responsible student employee to fill the position of Business Office Assistant to aide administrative staff. The employee will use previously acquired office skills and basic accounting knowledge to maintain records and files.

Student Recruitment Type
Student Hire Hourly

Department Name
Biodesign ASD

VP Code
KNOWLEDGE ENTERPRISE DEV

Campus/Location
Campus: Tempe

Full-Time/Part-Time
Part-Time

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 - $10.90 per hour; DOE

Close Date
03-July-2018

Essential Duties

- Assist with input to the Concur Travel System.
- Reconcile purchasing card statements and biweekly payroll by creating spreadsheets in Excel.
- Maintain Center electronic record keeping system.
- Maintain Center property control inventory.
- Assist with and attend Center meetings, events, and special programs which may require working evenings or weekends once or twice a semester.
- Scheduled work hours will be fulfilled within normal business hours of Monday to Friday, 9 am to 5 pm.

Minimum Qualifications

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

- Undergraduate Business, Finance, or Accounting student.
- General knowledge of accounting and organizational practices.
- Knowledge of Windows-based programs, Google docs, and Outlook calendar software.
- Ability to balance multiple tasks simultaneously.
- Applicant must be able to maintain confidentiality and professionalism at all times.
- Excellent oral and written communication skills.
- Work experience related to essential duties.

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 Biodesign Center for Applied Structural Discovery is a research center within the Biodesign Institute that focuses on new innovative methods for the determination of the structure and dynamics of biomolecules, which are applied to the fields of energy conversion and medicine.

The mission of the "Center for Applied Structural Discovery" is the elucidation of the structure and dynamics of biomolecules with direct application in bioenergy conversion and in medicine for the cure of diseases. The center follows a new concept where advances in technology are combined with the structure-based rational design of developing new catalysts for energy conversion and the structure-based design of novel drugs, leading to clinical studies. Thereby scientific discoveries are directly applied to advance in the medical treatment of patients. Following this unique concept from structure to the patient, novel biophysical techniques will be developed that include high-resolution electron microscopy and spectroscopy combined with visionary new techniques of femto- and attosecond Free Electron X-ray laser Science that will allow us to determine molecular movies of biomolecules at work. The discovery of the structure and dynamics of the major key player proteins in solar energy conversion and diseases will be the major goals of the Center for Applied Structural Discovery.

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
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.