



Now Hiring for Federal Work Study Student for Spring 2020

The Frances McClelland Institute for Children, Youth, and Families (FMI) is currently seeking a **Federal Work Study** student to assist the Program Coordinator with the Institute projects and tasks. The student worker will be supervised by the Program Coordinator and will work anywhere between 15-20 hours per week, Monday through Friday. The student will need to be reliable, organized, professional and willing to learn new skills.

Pay Rate: \$12.00/hour

Duties:

- Assist FMI program coordinator with clerical and business tasks (i.e. printing, scanning, transporting documents, etc.)
- Maintain calendars for the Lang Family Observation Laboratory and the Noldus Coding Lab, this also includes troubleshooting scheduling conflicts
- Assist with website maintenance including updating and uploading information, creating new webpages, etc.
- Manage FMI social media outlets (Facebook, Twitter, and LinkedIn, Instagram) and posting weekly news, updates and news from the Institute
- Assist in event coordination, planning, preparation, and clean-up
- Create flyers, social media images, event programs, and other promotional material for FMI events
- Create and edit drafts of monthly newsletters, one-pagers, Family Links, and Research Links
- Update and maintain listservs, and/or other databases
- Update and maintain FMI contacts, create mailing lists and labels
- Maintain FMI Library, Lang Lab, Coding Lab, FMI Suite, and mailroom
- Maintain FMI print supplies; print conference posters for affiliated faculty and staff
- Assist with FMI faculty and graduate students with research inquiries and/or projects
- Help find information on certain topics and/or people
- Assist with any duties assigned by Program Coordinator and/or FMI Director

The successful candidate will have the following qualities:

- Must have Federal Work Study
- An interest in and respect for unique multicultural environment
- Strong computer skills, including data entry and management of a database and strong knowledge of Microsoft Excel, Microsoft PowerPoint, Microsoft Word
- Excellent interpersonal skills and problem solving/decision making skills
- Excellent oral, written, and visual communication skills; ability to correspond professionally with UA personnel, advisory board members, and donors
- Professional demeanor and respect for confidentiality of information
- Ability to effectively manage time, prepare for meetings, and prioritize work
- Ability to work independently and significant attention to detail
- Integrity, punctuality, and dependability

How to Apply

Please submit a resume and cover letter to Ali Tsosie-Harvey at aliciatsosie@email.arizona.edu. Before applying, we highly encourage applicants to please learn about FMI at <https://mcclellandinstitute.arizona.edu>.