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决策 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 alicietsosie@email.arizona.edu. Before applying, we highly encourage applicants to please learn about FMI at https://mcclellandinstitute.arizona.edu.