

IT Student Assistant for Office of Research and Sponsored Programs

This position is an on-campus, part-time job located in the Administration Building. Student assistant will be responsible for daily tasks including, but not limited to, searching online grant funding databases; logging information into databases; assisting in the development and upkeep of Drupal-based website; drafting written informational pages and announcements; and other general office duties such as back-up to our front desk student assistant.

Qualifications

- Must have good written and verbal communication skills
- Must be able to pay attention to detail, be organized and able to multi-task
- Must have previous knowledge regarding the use of Microsoft Word and Excel
- Problem solving and decision making skills
- Student must be a team player and willing to help other students, staff members and other, as needed
- Previous experience with Drupal, HTML, Adobe Photoshop or Adobe Illustrator is a plus

Please submit inquiries and resumes to Julie Paez (jpaex@sfsu.edu).