

# WE ARE HIRING!

SUMMER STUDENT ASSISTANTS

**Work Study Job Search: 0740-1**

**10-15 HOURS/ WEEK**

**PAY: \$15.50/HOUR**

## DESCRIPTION

The UCLA Department of Spanish & Portuguese (S&P) is recruiting part-time front office assistants to manage the S&P front office and provide diverse and varied administrative assistance to the S&P faculty and staff. Tasks include but are not limited to data entry/collection/analysis, internet research, office organization, auditing/double-checking information (website, flyers, etc.), copying, filing, composing correspondence, flyer distribution, answering phones and e-mails, and diverse errands. Other duties include on-site and virtual event assistance for seminars, lectures, and conferences. Normal hours of operation are 8am-5pm.

## QUALIFICATIONS

- Ideal candidates have at least two more years remaining at UCLA.
- Demonstrated skill in using Microsoft Office, Windows, Excel, Word, and Outlook.
- Ability to work accurately and independently after receiving instructions required.
- Excellent organizational and communication skills required.
- Must take initiative, be hard working, dependable and responsible.
- Bilingual: Spanish/English/Portuguese speaker strongly preferred.
- Wordpress experience preferred.
- Clerical and/or customer service experience preferred.
- During the summer, students will need to be available to work both remotely and in-person.

See complete job ad through myUCLA, job number 0740-1