The Office of University Initiatives has a position available for a reliable, detail-oriented Office Specialist. The Office Specialist provides ongoing administrative support, including: ordering supplies, tracking receipts and office expenses, making travel arrangements, organizing travel itineraries and information packets, preparing travel claims and monthly mileage summaries, preparing expense reimbursement paperwork, creating memos and correspondence, completing mail merges utilizing contact lists and correspondence, time reporting, creating and managing email distribution lists, delivering paperwork to other departments on campus, filing, photocopying, scheduling meetings, updating calendars, and other duties as assigned.

- 15-20+ hours per week, flexible schedule
- $7.55 to $9.90 per hour depending on skills and experience

Qualifications
- Prior office experience preferred
- Must be reliable, organized and able to manage multiple priorities
- Previous experience using Microsoft Word, Excel, and Outlook
- Previous experience making travel arrangements preferred
- Must be detail oriented and responsible

To Apply
To apply, email the following materials to Amelia.fearing@asu.edu:
- Cover letter or email stating your qualifications
- Resume