Clerical Assistant Wanted for
Morrison Institute for Public Policy
411 North Central Avenue, Suite 900
Arizona State University Downtown Phoenix

Job #: 41583
Title: Clerical Assistant
Hours: up to 20 hours per week; schedule TBD, flexible but consistent
Description:
Assists with daily operations of the unit; performs a variety of miscellaneous office/administrative work as directed by the Public Affairs Manager. Some examples of tasks include: answering telephones and directing/handling calls and requests; word processing, proofing, copying, mailings, faxing, filing. Assists with various public affairs related special projects. Ability to lift up to 50 lbs. May handle on/off campus errands. Other miscellaneous duties as assigned.

Requires strong/excellent organizational skills, attention to detail and resourcefulness; polished/professional communication skills; and, skill with general and detailed information management. This position often participates in critical document proofing tasks and research activities (such as internet searches, tracking down information, and database updates). Knowledge/interest in metro-Phoenix’ and Arizona’s public policy issues is desired.

Morrison Institute for Public Policy, Arizona’s oldest “think tank,” does research and public policy analysis on Arizona’s leading issues. Visit www.morrisoninstitute.org for more information. Morrison Institute is part of ASU’s School of Public Affairs within the College of Public Programs.

This position is located at the **ASU Downtown Campus – 411 N Central Ave, Suite 900**

Pay Rate: $7.25 per hour
Level: 83000

Please email letter of interest and resume to
Karen Leland at karen.leland@asu.edu