

WE'RE HIRING

Student Administrative Assistant

The CLAS Administrative Hub is hiring **Student Administrative Assistants** to support the departments of **Anthropology, Earth Sciences, and Human Development & Family Sciences (HDFS)** for the remainder of this academic year and through 2026–2027.

SKILLS

- ✔ Strong communication and organizational skills
- ✔ Customer Service Experience
- ✔ An interest in gaining transferable administrative skills
- ✔ Familiarity with social media or university systems is a plus!

DESCRIPTION

- ✔ This paid position offers 10–15 hours per week, with potential work during academic breaks and the opportunity for renewal.
- ✔ Students will provide front-line administrative support, assist with communications, and work in a professional academic office environment.

Apply with your resume, cover letter, and availability on [12Twenty](#).

