



Student Assistant: Grant Support Activities

Position

Under general supervision and direction from our Administrative Specialist, the Student Assistant will perform a variety of duties in support of our research project entitled EnACT~PTD. Duties include providing general clerical assistance for our federally based grant; develop and create WORD and EXCEL documents; computer data input; proofread and transcribe transcripts to ensure grammatical and keyboarding accuracy; modify WORD and PowerPoint documents so they are accessible; assist grant leadership team as needed; post and update information to the EnACT~PTD website including using WebGUI (our content management system); and assist with the production of alternative media for persons with disabilities.

Qualifications

Student Assistant must demonstrate excellent oral, written, communication and keyboarding skills; an ability to work accurately with limited supervision; ability to initiate, plan and complete clerical and web-based assignments; knowledge and experience with WORD & EXCEL; ability to learn new software applications as needed. 12 months of computer and/or clerical experience is preferred.

Pay Range: Level II, \$8.50 or \$9.00 per hour (based on experience)

Hours: 10 to 12 hours per week

For More Information

Please contact Janet Hardcastle, Administrative Specialist for EnACT~PTD, for more information. (707) 664-4406 or janet.hardcastle@sonoma.edu