

DATA ASSISTANT POSITION

**On-Campus
Part-time
Flexible Schedule**

The College of Engineering is searching for a versatile student assistant to support the Dean's Office. The person selected for the position will primarily be involved in database management, but will also be responsible for other duties such as those included below.

- Create and maintain complex Access database(s)
- Import and export data, assign relationships, design queries, forms and reports from multiple tables and queries
- Collect data and update database
- Ensure that database is up to date, and monitor data sources for new data at key times
- Investigate and resolve problems with data
- Retrieve data from database as needed
- Backup database as scheduled

- Create and update Word, Excel and PowerPoint documents to include tables, graphs and detailed numerical data
- Assist with event preparation and setup
- Assist with other projects and clerical duties as needed

- Assist front office by answering phone and directing visitors, setting up for meetings and other tasks as needed

Requires high level of professionalism, responsibility and attention to detail

Must have experience with Microsoft Office including Access, Excel, Word, and PowerPoint

Prefer advanced skills in Microsoft Access or other database software, and ability to multitask effectively

15-20 hours/week

\$12/hour

Apply online at Careers@USF: <https://employment.usf.edu>
(click on "Student Employment")

Posting Number: 0002895

Application Deadline Date: 01-18-2011