

ROAD SCHOLAR

Administrative Assistant - Operations

NAU Road Scholar seeks a qualified individual to work 12-19 hours/week in the Road Scholar office in the Franke College of Business. NAU Road Scholar is an educational not-for-profit organization for people interested in lifelong learning. We offer approximately 40 different travel program itineraries and serve 4,000+ customers per year. The Road Scholar office provides pre and post program operations support for the various travel programs we offer.

Position provides support to the NAU Road Scholar office, specifically:

Work with office staff to compile program materials -- handouts, checklists, nametags, etc. for participant folders and Group Leader Packets for each trip. (4-6 programs per week)

Provide high-quality customer service while answering phones.

Event coordination experience. Support the Dining Coordinator by assisting with communication to Restaurant vendors in regards to participant counts and dietary requirements.

Data Entry of participant and vendor information.

Maintain files.

May be asked to drive passenger vans.

Other duties as assigned.

Successful candidate must have excellent organizational and communication skills, computer skills (Microsoft Word, Excel, or other database experience), and be able to multi-task in a busy open office environment. Attention to detail is essential. Clean driving record. Familiarity with the Northern Arizona region a plus.

Requirements

Cover letter must accompany resume. Candidate should have at least 3.0 GPA, clean driving record, possess good people skills, be self-motivated, able to follow detailed instructions, willing to take charge when necessary and have a flexible attitude. Some Friday work hours may be necessary.

NAU Van driver certification card or Van driving course through NAU will need to be completed if hired.

Preference given to W.A. Franke or SHRM students and candidates that can work during summer sessions. Incoming Sophomores or Juniors preferred as we'd like to establish a longer term work relationship.

Please refer to the Assistant to Field Coordinator position and its description, as preference will be given to freshman or sophomore applicants who are interested in working both positions and who plan to stay in Flagstaff during the summer.

Compensation dependent upon experience. Flexible, Monday through Friday between 8:00 a.m. and 5:00 p.m

Position open until filled.

Please send inquiry and resume to: MaryHansen@nau.edu and Jennifer.Beltz@nau.edu.

Reference the Position Title you are applying for in the subject line of your email and in your cover letter.