

## **Student Assistant Positions**

The Joint Institute for Food Safety and Applied Nutrition (JIFSAN) is looking for University of Maryland students to provide support within various offices and programs. All positions will be part-time during the fall and spring semesters (15-20 hours per week) and may be full-time during the summer (30-40 hours per week). Positions are hourly and are not entitled to benefits or tuition assistance. Currently available positions are listed below. You may apply for one or all of the positions but you must possess the required knowledge and experience listed in the qualifications. All applicants should have knowledge of standard office practices and be willing to assist with a variety of duties as needed. Please reference the position number(s) on your email.

### **International Food Safety Training Laboratory Support (Position JIF01)**

This position will provide support in the laboratory and offices of the International Food Safety Training Laboratory. Individuals should have basic knowledge of chemistry or microbiology and be willing to assist with a variety of duties.

#### **Responsibilities:**

- Prepare Word, Power Point and Excel documents as requested
- Maintain inventory of chemicals and other laboratory supplies
- Assist in laboratory maintenance and preparation for workshops
- Assist with hospitality for international trainees

#### **Qualifications:**

- Basic knowledge in chemistry or microbiology
- Very dynamic with sense of initiative
- Disciplined with regards to safety in a laboratory environment
- Self-motivation and a sense of initiative

### **Data Entry (Position JIF02)**

This position will provide support to the IT Manager. Individuals should have basic knowledge of Microsoft Access, Word and Excel and be willing to assist with a variety of duties and have good software skills. May be required to work at front desk to greet and help guests.

#### **Responsibilities:**

- Entering data into MySQL database
- Updating Web Content
- Update and maintain spreadsheets and databases
- Providing support for IT (Testing, Documentation)

#### **Qualifications:**

- Working knowledge of MS Office 2007, Word, Excel, Outlook
- Ability to learn database entry
- Demonstrated ability to meet deadlines
- Self-motivation and a sense of initiative
- Basic HTML knowledge is a plus

**Business Office Support (Position JIF03)**

This position will provide clerical and accounting support to the Business Office staff. Individuals should be willing to assist with a variety of duties and have good software skills.

**Responsibilities:**

- Entering data in a proprietary accounting system
- Maintain accounting and business office files
- Update and maintain spreadsheets and databases
- Word Processing
- Assist with copying, mailings and deliveries of on-campus items

**Qualifications:**

- Working knowledge of MS Office 2007, Word, Excel, Outlook
- Ability to learn proprietary database
- Demonstrated ability to meet deadlines
- Self-motivation and a sense of initiative

Resumes' may be submitted to [pbiry@umd.edu](mailto:pbiry@umd.edu). Please reference the position number(s) in the subject line.

For more information about JIFSAN visit our website: [www.jifsan.umd.edu](http://www.jifsan.umd.edu)

Offices are located in Suite 2134, Patapsco Building on Paint Branch Parkway, College Park, MD (accessible via College Park Metro and UM Shuttle). Parking available.