

Student Assistant Position

The Joint Institute for Food Safety and Applied Nutrition (JIFSAN) is looking for a University of Maryland student to provide support to the financial office. The position 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. All applicants should have knowledge of standard office practices and be willing to assist with a variety of duties as needed.

Business Office Support

This position will provide clerical and accounting support to the Business Office staff. Individuals should be detail oriented, willing to assist with a variety of duties and have good software skills. Individuals must be able to work to follow written and verbal directions and work with minimal supervision.

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 Mary Grimley at grimleym@umd.edu . Please reference Business Office Student Application in the subject line.

For more information about JIFSAN visit our website: www.jifsan.umd.edu

Our offices are located off-campus in Suite 2134, Patapsco Building, Campus Drive, College Park, MD (accessible via College Park Metro and UM Shuttle). Parking is available.