

03/13/15

Position: ITPIR Office Assistant

Hiring Department: Institute for the Theory & Practice of International Relations (ITPIR)

<http://www.wm.edu/offices/itpir/index.php>

427 Scotland Street, W-burg (within walking distance from W&M and Colonial Williamsburg)

Contact Person: Ania Leska, Program Administrative Manager, ITPIR

Contact Information: (757) 221-1441

Contact Email: aleska@wm.edu

Duties: The assistant will help with a wide variety of tasks supporting the research projects housed at ITPIR. The tasks might include facilities/building structure work orders, aesthetic/decoration projects, delivery of paperwork to other campus offices, administrative support (copying/scanning/filing), recycling, preparation for events and meetings, office supply orders, reimbursements, Banner Finance, and other duties as assigned by the ITPIR Program Administrative Manager, the ITPIR Director, and the ITPIR Administrative Assistant.

Skills: The ideal candidate will be detail oriented, have strong people skills, have initiative, have her/his own transportation (bike or car) to deliver paperwork to various W&M offices, be a rising junior or senior, have Federal Work Study, be able to work past this summer, and be familiar with ITPIR, the AidData project, the TRIP project, other ITPIR projects, or the field of International Relations.

Position Term: Min. Summer 2015 or indefinite (during Fall and Spring @ 10-20 hrs per week, depending on candidate's availability)

Hours: 30-40 hrs/week during Summer 2015 and 10-20 hrs/week during semesters, depending on candidate's availability

(Students are allowed to work a maximum of 20 hours per week during the school year between all of their jobs for W&M, but there are no restrictions during breaks.)

Schedule: Most hrs. would be worked between 9-6, M-F.

Compensation: \$8.00/hr

Anticipated Start Date: Second half of April, before the last day of classes (May 1) so that there is some overlap between the present assistant and the new assistant.

Application: If you are interested in applying, please send an email to Ania Leska with the subject "ITPIR Office Assistant". Address the Duties and Skills sections above (you are welcome to attach a resume, but that's not necessary), your availability, your earliest possible start date, who has referred you to this position, if anyone, and whether you have federal work study (FWS), which is awarded as part of your financial aid package.