

## **Sustainability Engineering and Environmental Engineering Student Office Assistant**

SEE is seeking a motivated student to assist with administrative office functions 8-10 hours per week. The hourly rate is \$15. Student with 2-4 semesters left at Purdue preferred. The goal is to have the new hire do cross-training with the present assistant through the remainder of the semester, then return for the 2026-2027 academic year.

### General Description:

Student will be responsible for performing general administrative support in the SEE office, which may include working with confidential material. Primary responsibility is to provide assistance to the Associate Director of Advising. Student will work under moderate supervision and be expected to exercise a high level of time management and independent judgment.

### Job Duties: (may include but not limited to)

Greet and provide information to visitors to the office, which may include current students, prospective students and family members, prospective faculty, and professionals from industry  
Assist with special projects and/or events (some outside of scheduled office hours), as needed  
Proofread documents with extreme accuracy  
Operate standard office equipment  
Copy, sort and file paperwork  
Help compose correspondence  
Organize content for and create the bi-weekly UG Student Newsletter  
Act as an ambassador at events outside of scheduled hours, as needed  
Complete training in BoilerConnect and interface within the system  
Become familiar with the BSEEE requirements  
Provide basic cleaning of the SEE office and POTR 360, and keep these spaces in order

### Qualifications Required:

Knowledge of Microsoft Office suite; Proficiency or high level of comfort in Excel  
Ability to work with multiple audiences, such as peers, faculty and staff  
Ability to multi-task with frequent interruptions  
Ability to learn how to use basic office equipment  
Exhibit strong writing, verbal and proofreading skills with close attention to detail  
Demonstrate professionalism and excellent customer service skills  
Upon hire, must complete FERPA certification (brief confidentiality training) and other related online certifications  
Website experience a plus  
Adobe Design experience a plus

If interested, please send resume and a statement of interest to Tammi Thayer at [thayert@purdue.edu](mailto:thayert@purdue.edu) no later than 9AM Monday, April 6. Your statement should be 300 words or less addressing how you feel you can contribute to the SEE office based on what you know of the position, and why you would like to work in the SEE office.