Accounting/Vouchering Assistant

Description

Student Associate to assist full-time staff in the Vouchering/Accounting office of ARL with maintenance of the ARL:UT Vouchering electronic and paper filing system.

Qualifications

- US Citizen: Applicant selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information at the level appropriate to the project requirements of the position.
- Current enrollment in a college/university.
- In-depth knowledge of Microsoft Office programs.
- Applicant must be highly organized and capable of planning and coordinating multiple tasks and managing their time.
- Attention to detail, effective problem solving skills, excellent judgment.
- Ability to work independently with sensitive and confidential information, maintain a professional demeanor, work as a team member without daily supervision and effectively communicated with diverse groups of clients.
- Ability to work under pressure and accept supervision.
- Regular and punctual attendance as well as adherence to a pre-determined schedule.

Approximate Hours per Week
10-15 hours per week

Hourly Wage
$12.38/hr or more based on student classification and relevant experience.

Contact Information

Christy Habecker
Senior Administrative Associate
10000 Burnet Road
Austin, Texas 78758
512-835-3667
students@arlut.utexas.edu

habecker@arlut.utexas.edu
512-835-3677
Fax: 512-835-3016
http://www.arlut.utexas.edu/