



## **Job Opening – Part Time Administrative Assistant (10-15 hours per week)**

### **SUMMARY:**

The Center for Teacher Success at Arizona Science Center is dedicated to supporting educator effectiveness in schools and districts across the state. Applicants with a passion for improving the state of education in Arizona are encouraged to apply.

### **ESSENTIAL FUNCTIONS:**

- Database entry and management
- Collating and material assembly
- Basic statistical analysis
- General administrative tasks

### **QUALIFICATIONS:**

- Highly organized
- Ability to type at least 50 WPM
- Experience with Excel and Word
- Ability to work independently, under minimal supervision
- Previous administrative support experience preferred

### **EDUCATION/EXPERIENCE:**

- High school diploma, some college preferred

Office hours are M-F from 8:00 a.m. – 4:30 p.m. and are flexible. Salary is \$9.50 per hour.

Qualified applicants please submit your resume to: [arominl@azscience.org](mailto:arominl@azscience.org)