



Student Assistant III - \$16.00 / hour, 25% time

Description: The student assistant will support programs and administrative operations within the Institute for Research on Labor & Employment (IRLE), including the California Public Employee Relations (CPER) program, under the general supervision of IRLE Program Assistant and Associate Director.

Daily tasks can include, but are not limited to:

- Handling routine email correspondence and occasional telephone inquiries
- Preparing reimbursement and purchasing requests, including researching product options
- CPER order preparation and fulfillment
- Providing CPER customer service support
- Salesforce data-entry and clean-up
- Maintaining files/file purging
- Supporting IRLE Associate Director with special projects, if needed
- Supporting programmatic events and other activities organized by the IRLE

Most, if not all, work can be conducted remotely at the current time but that is subject to change.

Qualifications:

- Demonstrated communication and interpersonal strengths, customer service experience is a plus.
- Reliable access to computer/laptop and internet is necessary.
- Familiarity or experience with Salesforce a plus.
- Familiarity with any campus systems, specifically BearBuy or Reimburse.edu, a plus.
- Capable of bringing tasks to completion with minimal supervision by being proactive, resourceful, and having excellent follow-through.
- Strong attention to detail and good organization skills.
- Summer availability and long-term commitment (2+ semesters) to the job are very desirable.

To apply, please email your cover letter and resume to irle@berkeley.edu