



**Administrative Assistant
Interdisciplinary Studies/Bass Connections**

Bass Connections and Interdisciplinary Studies seek an energetic work-study student for ten hours per week for the 2014 fall semester. Position takes place during normal working hours in the Allen building. Hours scheduling would be around student class schedule and would be very flexible.

The position will assist in the daily operations of Bass Connections and Interdisciplinary Studies, to include collecting and managing data, assisting with meeting and event planning, light filing, project assistance, and information organization.

This is an ideal position for an enthusiastic student interested in higher education or interdisciplinary studies, and able to juggle a number of tasks. Strong written, verbal, and interpersonal skills are a plus; design skills and experience using Photoshop also a plus, but not required.

If interested, please forward resume to Wendy B. Walker at wendy.brody@duke.edu.