



Job Title:

HPCAT Student Administrative Assistant I

Position Description:

Dr. Ahmed Louri is seeking a highly motivated and skilled student for an open Student Administrative Assistant I to assist with clerical work, digital file processing, proofreading, purchasing, scheduling, travel arrangements, and other work as needed by the Professor. The position will assist Dr. Louri and his research staff in the day-to-day operations of the High Performance Computing Architecture and Technology (HPCAT) laboratory. **This is not a research position.**

Student Employment offers GW students opportunities to gain valuable part-time work experience and to start building their professional networks. Student jobs are both an important part of a student's career development and a vital part of University operations. It will help students build transferable skills needed for future internships and jobs, and strengthen their sense of connection to GW.

Qualifications:

- Currently enrolled in at GWU in a BS or an MS program
- Knowledge of Microsoft Office (ppt, Excel, etc.)
- Strong editorial, proofreading, and grammar skills
- Familiarity with web content management
- Reliable, organized, and attention to detail
- Ability to work effectively in a team environment
- GPA of 3.00 or Higher

Desired:

- Federal Work-Study Funding
- Knowledge of Google Drive and Microsoft Box platforms
- Previous administrative experience

Compensation:

- \$14.00/hour

Documents required:

- Resume
- Cover Letter
- An Un-official Transcript
- List of Spring 2020 Classes
- Contact Information for 2 References

Location:

Science and Engineering Hall, 5th Floor, ECE

Application URLs:

FWS Applications: <https://gwu-studentemployment.peopleadmin.com/postings/1755>

Non-FWS Applications: <https://gwu-studentemployment.peopleadmin.com/postings/1754>

Contact:

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<http://hpcat.seas.gwu.edu/>