

Undergraduate Data Entry Assistant

Iowa State University

Contact: Emma Buckardt, ebuckard@iastate.edu

Closing date: Open until the positions are filled

Location: ISU Campus/ Remote

Data assistant is needed to help with Iowa's Multiple Species Inventory and Monitoring (MSIM) program on a part-time basis. We are looking to hire 1 part-time student worker to assist with data entry between ~May 1st and August 13th. Data will be entered into an online database. Once training is completed, work can be done on campus or remotely. There is no set time of day or days of week that you are expected to work, so students should be self-motivated to get work done on their own.

If not working in the campus lab, applicants must have access to internet connection. Applicants need an attention to detail to ensure data are accurately entered into the database. Possible extension into the fall semester depending on funding.

Salary is \$12-13/hr and up to 20 hours per week.

To apply please submit a single document containing a cover letter, resume/CV, and contact information for three references to ebuckard@iastate.edu. Applications will be reviewed as they are received. Positions are open until filled.