MIDAS Events Assistant Position

**Job description:** The Michigan Institute for Data Science (MIDAS) organizes a large number of research, training and outreach activities. We seek a U-M student as our Events Assistant who will provide assistance to our daily operations, especially events. Duties include helping with event logistics, meeting arrangements, sending invitations, tracking attendance, preparing event materials, audio/video support, and advertising events. The student will work under the supervision of MIDAS staff members.

**Requirements:**
- The student should be highly organized and have the attention to details;
- The student should have strong work ethic and can put in consistent work hours each week (except in special situations such as exam weeks);
- The student should have good communication skills (oral and written);
- Being able to work independently when given clear instructions and being able to trouble-shoot are also important;
- Computer proficiency (Microsoft Office, Google suites);
- Past administrative support experience is strongly preferred;
- An interest in data science is a plus.

**Commitment and compensation:**
- Start ASAP and work to the end of August, 2022, with the possibility of continuing in the fall.
- >10 hours/week with consistent hours throughout the week.
- Being able to keep daily email communications.
- $10-15/hour based on experience.

To apply, please send resume to walshjam@umich.edu