



WICHITA STATE  
UNIVERSITY

NATIONAL INSTITUTE  
FOR AVIATION RESEARCH



# NIAR CAREER OPPORTUNITIES

## **BUSINESS STUDENT ASSISTANT - ENVIRONMENTAL TEST LAB**

NIAR – ETL is looking for a motivated student assistant with business management insight that is able to assist in various tasks including but not limited to data entry, financial forecasting, assorted marketing techniques, maintaining clientele relations, and scheduling. Freshmen to sophomores with majors in any business related field. Other majors may be considered on a case –by – case basis.

- Must be a hardworking, responsible, self-motivating individual with a positive attitude that works well in a team environment and has a desire to learn and participate in all activities and practices of the lab
- Must be available to work 20 - 25 hours per week
- Rate of pay is \$10.25/hr. to start with performance based raises

### **Preferred skills include:**

- Proficient in MS Word
- Excel and Outlook
- Type 50 wpm
- Interested in financial management or marketing

Student Assistant will solely be responsible and held accountable for maintaining their own work schedule and timekeeping.

The candidates will be expected to complete tasks with minimal supervision.

Must maintain a GPA of 2.0

Must be Natural born or Naturalized United States citizen

**Students that would like to be a part of our team can send resumes with cover letter to [msmith@niar.wichita.edu](mailto:msmith@niar.wichita.edu)**

### **About Wichita State University**

Learn. Work. Live. Play. Envision a place where creativity, innovation and entrepreneurship are valued – where a living/learning ecosystem has been custom-made to nurture your success. It's a place where risk-taking and collaboration are not only accepted, but encouraged, and lessons extend beyond walls and campus boundaries to influence change on the grandest scale. Envision a place where tomorrow is being created today. If you have the passion, the creativity and the audacity to dream the biggest of dreams, your wait is over: The time is now and the place is Wichita State.