



UCR Environmental Health & Safety (EH&S) is looking for a staff employee to temporarily assist with data entry. Incumbent will be responsible for entering claims into shared spreadsheet.

Position: Administrative Assistant

Job Requirements:

- Strong attention to detail
- Experience with Excel and Google Drive
- Must have computer and internet access
- Must be able to handle sensitive information and maintain confidentiality

Hours: Approximately 20 + hours per week

Remote Work: Yes