



UCR School of Medicine is looking for a staff employee to temporarily assist with various administrative tasks. The incumbent will be responsible for developing materials in Spanish, using the Canva application. Must be bilingual (English and Spanish) and proficient in reading, writing, and speaking in both languages.

Position: Administrative Assistant

Job Requirements:

- Attention to detail
- Strong communication skills
- 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