UCR School of Medicine is looking for a staff employee to temporarily assist with data entry and other administrative tasks. The incumbent will be responsible for assisting with administrative tasks, including building a spreadsheet for each Medical Student Year to include all their mandatory certifications and submitted PIP projects and pulling various data and compiling the information in one spreadsheet.

Position: Administrative Assistant

Job Requirements:

- Strong attention to detail
- Excellent verbal and written communication skills.
- Must have computer and internet access
- Ability to problem solve in a timely manner
- Must be able to handle sensitive information and maintain confidentiality

Hours: Approximately 20 + hours per week

Remote Work: Yes