

**Position Title:** Office Support Assistant

***Undergraduate and Graduate Students Eligible to Apply***

**About the Missouri Institute for Defense and Energy (MIDE):**

The mission of MIDE is to improve the quality of life by bridging academia with industry to address wicked problems. The vision of MIDE is to lead in the development of technologies that directly and positively impact society and to grow the leaders of tomorrow in a team focused culture.

The main research areas within MIDE include high power electrical engineering, pulsed power, condensed matter physics, computational physics, radio frequency propagation and detection, alternative and energy storage, chemistry, biotechnology, and urban agriculture.

For more information about MIDE, visit [umkc.edu/mide](http://umkc.edu/mide)

**Position Summary:**

The Missouri Institute for Defense and Energy is pleased to accept applications for a part-time staff position. In this role the qualified candidate will collaborate across multiple research programs within minded coordinate overall operations, including management of space, organization, laboratory safety and training, utilities, equipment tracking and maintenance, and more. A successful candidate will have previous experience working within a university environment with the knowledge of policies and procedures and be willing to perform manual work as needed to make sure the job gets done.

**Duties:**

- Assist MIDE Business Support Specialist II in completion of administrative tasks
- Assist in maintaining MIDE training inventories and moderating cloud-based information storage to maintain organization, access, and archives
- Perform hands-on tasks involved in keeping MIDE workspaces organized, and in supporting its research activities. This includes individually handling (moving, lifting, loading-in and loading-out) items of equipment, containers, and packages each weighing up to 50 lbs
- Conduct specified room and building physical security checks, monitor designated access logs
- Pick-up and deliver items between areas within MIDE, the School of Science and Engineering, and across UMKC campus locations
- Greeting and guiding visitors to and from meetings with MIDE personnel
- Complete assigned tasks related to MIDE Support: equipment, facilities, events, and operations

**Salary:**

- Up to \$12.50 per hour
- At least 20 hours/week

To apply, please complete the application form located at [https://umkc.co1.qualtrics.com/jfe/form/SV\\_09v41tZ5ow7v58G](https://umkc.co1.qualtrics.com/jfe/form/SV_09v41tZ5ow7v58G).