



Communications and Information Desk Support Coordinator, Phoenix Bioscience Core

The Office of the Phoenix Bioscience Core (PBC) is seeking a part-time motivated and detail-oriented individual to support the PBC team by staffing the main information desk and assisting with various communication tasks. This position offers a unique opportunity to gain hands-on experience in a dynamic bioscience environment, assisting with front desk operations, newsletters, social media, and graphic design. The ideal candidate will be a proactive individual with strong communication skills, creativity, strong organizational skills and a keen interest in biosciences.

- Typical Duties:** (The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)
- Serve as the first point of contact for visitors and guests at the main information desk.
 - Provide information about PBC facilities, events, and programs.
 - Direct visitors to appropriate resources or personnel.
 - Support the creation and distribution of PBC newsletters.
 - Compile content, edit submissions, and ensure timely publication.
 - Assist in managing PBC's social media accounts (Instagram, LinkedIn, Twitter, etc.).
 - Create engaging posts, monitor interactions, and track analytics.
 - Design minor graphic elements for newsletters, social media, and internal communications using Canva, PowerPoint, Adobe Illustrator, and Photoshop.
 - Collaborate with the team to ensure branding consistency.
 - Assist with administrative tasks as needed, including event support, data entry, and filing

Knowledge, Skills and Abilities: The successful candidate will demonstrate:

- Experience in customer service or administrative roles.
- Interest in the bioscience or healthcare industry.

**Minimum
Qualifications:**

- Strong communication and interpersonal skills.
- Proficiency in social media platforms and basic graphic design tools (e.g., Canva, Adobe Spark).
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Reliable, punctual, and organized.

Salary and Benefits:

- \$17-\$20 an hour depending upon experience and qualifications.
- This is a temporary part-time position, 10-19 hours per week.

How to Apply:

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.