**CHILD CARE PARTNERS**

**WORK STUDY JOB DESCRIPTION**

**Title: Office Assistant** **Fall:** Yes **Winter:** Yes **Spring:** Yes

**Job Description:** Provide clerical assistance, filing, typing, copying, prepare newsletter mailing, assemble class packets, label brochures, update Access, Word, and Excel databases. Telephone work (client follow-up survey), and assigned office procedures.

**Skills Required:** Data entry, willingness to learn, able to work under deadlines, flexible, maintain confidentiality. Dependable - ability to be in office during established work hours. Prior office experience in office preferred.

**Days/Hours:** M-F/Flex **Location:** 2.176

S**pvr:** Nancey Patten

**Spvr:** **Ph:** 541-506-6130

**Dept:** Child Care Partners **Campus:** TD