

FACILITIES WORK STUDY JOB DESCRIPTION

Title: Office Assistant

Summer: Yes

Fall: Yes

Winter: Yes

Spring: Yes

Job Description: Position will involve clerical support work for the Facilities Department. Position may include any or all of the following: Update databases, prepare mailings, assemble information packets, make and answer telephone calls, copy documents, file documents, empty office recycle bins, greet the public, provide general information and any other general office tasks needed but not specified above. In addition, the position may entail the possibility of assisting the custodial or grounds crews with their tasks or event preparations. If you have an interest in building operations or management, this is an opportunity to learn and participate in operations and have fun doing it as well.

Skills Required: Computer skills, telephone skills, personable, flexible. General office experience preferred, but not required. Additional skills/likes would include working outdoors, cleaning skills, organizational skills, eye for detail and take pride in your work.

Days/Hours: TBD

Pay Level: 1

Spvr: Jim Austin

Dept: Facilities

Location:

Ph: 541-506-6070

Campus: TD