

[ Student *Outreach and Recruitment*]  
**WORK STUDY JOB DESCRIPTION**

**Title:** [ *SOAR Assistant*]

**Summer:** Y/N

**Fall:** Y/N

**Winter:** Y/ N

**Spring:** Y/ N

**Job Description:** The purpose of the SOAR Assistant position is to help the SOAR team with various tasks. Duties will include, but are not limited to:

- Greet students and visitors
- General office duties- Filing, word documents, etc.
- Data Entry
- Answer phones
- Assist with bulk mailing
- Other duties as assigned.

**Skills Required:**

**Days/Hours:** Depending on student schedule

**Dept:** SOAR

**Supervisor:** Tama Bolton

**Campus:** The Dalles

**Location:** SOAR Center

**Pay Level:** 1

**Phone:** 541-506-6113