**PRESIDENT’S OFFICE/HUMAN RESOURCES**

**WORK STUDY JOB DESCRIPTION**

**Title: Office Assistant**

**Summer:** No **Fall:** Yes **Winter:** Yes **Spring:** Yes

**Job Description:** Responsible for assisting the Executive Assistant to the President and Board of Education and the President with daily and short term projects including, but not limited to: answering phones, checking voicemail, reading publications, scanning, archiving, filing, organizing office spaces, conducting internet research, distributing and delivering mail, copying and collating, and other various office duties.

**Skills Required:** Basic computer skills required.

**Days/Hours:** Flex/Flex **Location:** Building 2, 4th Floor

**Spvr:**  Tiffany Prince **Pay Level:** 1

**Spvr:** **Ph:** 541-506-6103

**Dept:** President’s Office **Campus:** TD