

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

Spvr: Nancey Patten

Spvr:

Dept: Child Care Partners

Location: 2.176

Ph: 541-506-6130

Campus: TD