

Instructional Services WORK STUDY JOB DESCRIPTION

Title: Office Assistant

Summer: Yes **Fall:** Yes **Winter:** Yes **Spring:** Yes

Job Description: Duties include providing clerical assistance, scanning, filing, typing, copying, creating and posting signs, printing/posting weekly room schedules, and assisting with other projects as needed.

Skills Required: Computer experience or willingness to learn. Able to work under deadlines, adaptable, detail oriented, and maintain confidentiality. Dependable - ability to be in office during established work hours or communicate when not able. Prior office experience in office preferred, but not required.

Days/Hours: M-Th (8-5) Fri - (8-noon)
No Office Hours available on Fridays during Summer Term

Dept: Instructional Services
Supervisor: Mary Martin
Campus: TDC

Location: 2.108
Pay Level: 1
Phone: 541-506-6031