

## **Precollege Department WORK STUDY JOB DESCRIPTION**

**Title: Pre-College administrative asst.**

**Summer: Y                  Fall: Y                  Winter: Y                  Spring: Y**

**Job Description:**

**May greet and assist students and visitors by answering inquiries, providing information about Pre-College program.**

**May enter information into computer system(s); may review entries for accuracy.**

**May answer phone and email. May take message or refer call to appropriate person.**

**May make copies for Pre-college orientation and organize folders.**

**May perform various other office tasks including typing, filing, and opening and sorting mail.**

**Skills Required: Computer skills, telephone skills, personable, flexible. General office experience preferred, but not required.**

**Days/Hours: TBD  
Dept: Pre-College  
Supervisor: Teresa Cummings  
Campus: The Dalles**

**Location: Building 1, 3rd floor  
Pay Level: 1  
Phone: 541-506-6041**