

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

Spvr: Tiffany Prince

Spvr:

Dept: President's Office

Location: Building 2, 4th Floor

Pay Level: 1

Ph: 541-506-6103

Campus: TD