

# 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:** Jessany Munoz-Petricovic

**Spvr:**

**Dept:** President's Office

**Location:** Building 2, 1st Floor

**Pay Level:** 1

**Ph:** 541-506-6101

**Campus:** TD