



ADVANCEMENT OFFICE ASSISTANT

DEPARTMENT

Office of Advancement - 6200

QUALIFICATIONS

Responsible, dependable individual; self-motivated; ability to follow through on projects; ability to handle confidential information; accuracy and attention to detail.

DUTIES

- Filing
- Typing
- Computer database entry
- Mailings (stuffing envelopes, tabbing)
- Photocopying
- Answering phones
- Assisting with events
- Special projects
- Other duties, as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

Approximately 6 hrs per week

CONTACT

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