



OFFICE & HOSPITALITY ASSISTANT

DEPARTMENT

Caldwell House Career & Life Counseling Center – 5215

QUALIFICATIONS

Must be dependable and consistent in attendance; be able to maintain confidentiality and good boundaries; be at least a second year student at WPC; preferably interested in counseling, social services, research; mentally and relationally mature; able to present friendly and welcoming, yet not intrusive; Must not have used the counseling center for individual counseling during last term center was open; must be physically able to maneuver staircases with ease and walk quick errands across campus; capable of light lifting, sitting, light housework; basic computer skills; voice references from two teachers or staff at WPC; supportive of college's mission statement; able to work independently; willing to do menial tasks.

DUTIES

Include a combination of office and hospitality responsibilities. Office jobs include typing of new documents, copy jobs, running of errands, buying from the bookstore, documentation, book cataloging, mental health topic research for waiting room use, possible bulletin board assembly, phoning in work orders or other communications. Hospitality responsibilities include matching hours to counseling interns when the director is gone, light cleaning and straightening around the house, readying the house for events, occasional food preparation, supplying materials for client and counselor use, etc. Other duties as assigned.

COMPENSATION

Begins at Minimum Wage

HOURS

4-7 hours a week, beginning Fall 2017

CONTACT

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