



# DEPARTMENT OF NURSING

## OFFICE AND LAB ASSISTANT

### DEPARTMENTMENT

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Department of Nursing – AFG 320, Mt. Tabor Campus; Classrooms 1-3, Centre 205 Building

### QUALIFICATIONS

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An energetic Warner Pacific University undergraduate student with strong customer service, organizational, and communication abilities. Experience with Microsoft Outlook, Word, and Excel preferred. Ability to lift boxes of lab supplies required. This position will require work inside the office and at two campus locations: Mt. Tabor and Centre 205 (a mile east). This is a Federal Workstudy position, and applicants must qualify for work study on their FAFSA.

### DUTIES

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- Assist the Dean, Associate Dean, and Program Instructors with clerical duties for the Department of Nursing (RN to BSN Degree Program and Prelicensure BSN Degree Program): typing, filing, copying, scanning, tracking, proofreading, running campus errands, and maintaining program bulletin boards.
- Assist the Dean and Associate Dean with lab operations for the Skills and Simulation Laboratories: unpacking, sorting, organizing, and labeling supplies.
- Assist with logistics of the Department of Nursing: Pinning ceremonies, program celebrations, and errands related to program operations and deadlines.
- Maintain FERPA and HIPAA confidentiality and need-to-know information.
- Perform other office assistant duties as assigned and negotiated.

### COMPENSATION

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Begins at Minimum Wage

### HOURS NEEDED

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Flexible, 4-8 hours/week negotiated according to the student's schedule

### CONTACT

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