



# DEPARTMENT OF NURSING

## OFFICE AND LAB ASSISTANT

### DEPARTMENT

---

Department of Nursing – 1146  
Position located at the Centre 205 Building (2600 SE 98th Ave., Suite 200, Portland, OR 97266)

### QUALIFICATIONS

---

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 at the Centre 205 location (a mile east of the Tabor campus). This is a Federal Workstudy position, and applicants must qualify for work study on their FAFSA.

### DUTIES

---

- Assist the Dean, Program Instructors, and Program Coordinator with clerical duties for the Department of Nursing (planned 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 Lab Manager with lab operations for the Skills and Simulation Laboratories: unpacking, sorting, organizing, labeling supplies, and laundry.
- 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

---

Begins at minimum wage.

### HOURS NEEDED

---

Flexible, up to 8 hours/week negotiated according to the student's schedule.

### CONTACT

---

Kathleen Finch, Program Coordinator  
Department of Nursing  
(503) 517-1041  
[kfinch@warnerpacific.edu](mailto:kfinch@warnerpacific.edu)