



OFFICE ASSISTANT

NATURAL SCIENCES AND HEALTH

DEPARTMENT

Division of Natural Sciences and Health – 1143

QUALIFICATIONS

Declared major or minor within the Division of Natural Sciences and Health (BIO, KIN, MA, PHS, SM, SRM, etc.). A qualified candidate will have strong organizational and communication skills, and is flexible with regards to the types of tasks assigned.

DUTIES

- This role will serve as the office assistant for both the NSH division and for the Strategic Advisor to the Vice President for Academic Affairs.
- Prepare weekly division newsletter including announcements about events and opportunities.
- Assist the division chair, faculty and staff of the Natural Sciences and Health Division and the Strategic Advisor to VPAA with administrative aspects of their work.
- This may include data entry, making photocopies, sending emails or making phone calls, filing, event management, assisting with documentation related to program assessment or curriculum development, managing advising files, and other miscellaneous tasks, which vary throughout the year.

COMPENSATION

Begins at minimum wage

HOURS

Minimum expectation of 3 hrs/wk availability. Hours worked vary with division needs.

CONTACT

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