



PGS SITE ASSISTANT

DEPARTMENT

Professional & Graduate Studies
Job Duties performed at Tabor Campus 2219 SE 68th Ave Portland, 97215
Possible hours at Centre 205 Building - 2600 SE 98th Ave., Suite 200, Portland, OR 97266

QUALIFICATIONS

Administrative assistant or reception experience a plus. Requires knowledge of basic Microsoft suite functions, phone skills, and strong communication skills.

DUTIES –

- Welcome PGS students and faculty to the classroom location on class days.
- Provide classroom location information and answer general questions.
- Facilitate instructor needs such as securing copies, connecting with tech support, and passing on materials as requested.
- Coordinate services provided by campus safety, IT and the PGS support staff.
- Facilitate student appointments with advisors or other support personnel as necessary.
- Provide classroom supplies (white board supplies, flip charts, etc.) as required.

COMPENSATION

Begins at Minimum Wage

HOURS

Monday through Thursday, 4:30-6:15 p.m.

CONTACT

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