



ADVANCEMENT ADMINISTRATIVE ASSISTANT

DEPARTMENT

Office of Advancement - 6200

QUALIFICATIONS

Responsible, dependable individual; self-motivated; ability to follow through on projects; ability to handle confidential information; accuracy and attention to detail.

DUTIES

- Database Entry
- Clerical Duties
- Special Events and Activities
- Alumni projects and Research
- Other duties, as assigned

COMPENSATION

Begins at Minimum Wage

HOURS

Approximately 10 hours per week

CONTACT

Cheri Martin
Executive Director for Advancement
360-798-4350
clmartin@warnerpacific.edu