



# ACADEMIC AFFAIRS OFFICE ASSISTANT

## DEPARTMENT

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Academic Affairs/Faculty Office (General Instruction/1510)

## QUALIFICATIONS

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- Dependable and responsible
- Detail-oriented and precise
- Able to work with little to no supervision
- Able to manage multiple/repetitive tasks and work well under pressure
- Willingness to learn
- Good interpersonal skills
- Maintains confidentiality
- Moderate to significant experience with Word, PowerPoint, Excel
- Basic office and filing skills

### Preferred:

- Experience in an office and/or customer service setting
- Experience with Outlook & Adobe Professional
- Experience with database entry

## DUTIES

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Support the Academic Affairs Office on tasks as assigned by Academic Affairs Coordinator. Tasks may include copying, scanning, data entry, data checking/clean-up, office organization, creating PowerPoints, merging/editing PDF files, filing, event support, drafting basic e-mail correspondence, assisting in meeting scheduling, and general office support.

## COMPENSATION

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Minimum Wage. Must qualify for Federal Work-Study funds.

## HOURS

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10 hours per week (approximate)

## CONTACT

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Jamison Hanson  
503-517-1036  
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Please send your résumé and two WPU academic references to the above-listed contacts.

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