



DIVISION OF NURSING

OFFICE AND LAB ASSISTANT

DIVISION

Division of Nursing – 1146

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 is a Federal Workstudy position, and applicants must qualify for work study on their FAFSA.

DUTIES

- Assist the Dean, Program Instructors, and Program Manager with clerical duties for the Division of Nursing (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 Division 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 4 hours/week negotiated according to the student's schedule.

CONTACT

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Division of Nursing
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