



# STUDENT EMPLOYMENT OPPORTUNITY

**Posting Date:** April 16, 2014  
**Department:** Business Office  
**Position:** Office Assistant  
**Supervisor:** Debbie Whitehead  
**Hours per Week:** Up to 15  
**# of Jobs Available:** 1

**Job Description:**

To assist in coverage of window hours and varioius office projects.  
Great & assist customers of the business office  
Assist students and parents with questions  
Be a team player to fill the needs of the office  
Other duties as needed or assigned

**Experience & Skills Needed:**

Able to create a friendly atmosphere  
Possess an ability to handle difficult situations  
Be able to work in a focused work enviornment  
Manage all information with confidentiality  
Show an ability to multi-task  
Demonstrate initiative and mature work habits  
Basic computer skills  
Good grammer, spelling and math skills

**To Apply:**

Complete the Student Employment Application online at [www.multnomah.edu/student-employment](http://www.multnomah.edu/student-employment) or grab one on the HR office. The hiring supervisor for this position will contact applicants for interviews.

**If you have questions regarding this position please contact:** Debbie Whitehead  
**Email:** [dwhitehead@multnomah.edu](mailto:dwhitehead@multnomah.edu)