**09/17/2016**

**JOB TITLE:** Office Assistant

**Department:** College of Education’s Center for the Prevention of Abuse and Neglect

**Term:** Academic Year 2016-2017

**Hours:** 16 hours a week **Hourly Wage:** $12.00/hr

**Job Description:**

Assist in special projects for staff members, scanning documents, errands, updating databases, setting up meetings, office maintenance, pulling information from websites.

**Required Qualifications:**

HIGH level of Proficiency with WORD and Excel data entry.

Excellent organization skills and time management skills.

Strong attention to detail and accuracy while handling multiple tasks and competing demands

**Preferred qualifications:**

Preference will be given to students enrolled in the College of Education.

**Application Instructions:**

Please submit the COE Student Job Application to bhinchcl@uoregon.edu.

COE student application available at the following link:

<https://education.uoregon.edu/sites/default/files/student_job_application.pdf>

Contact Brittany Hinchcliffe in the CPAN office with any questions bhinchcl@uoregon.edu

Open positions: 2 Closing date 10/09/2016 or until filled