**[ Student *Outreach and Recruitment/Academic Advising*]**

**WORK STUDY JOB DESCRIPTION**

**Title: [ *SOAR/Academic Advising Assistant*]**

**Summer:** Y/N **Fall:** Y/N **Winter:** Y/ N **Spring:** Y/ N

**Job Description:** The purpose of the SOAR/Academic Advising Assistant position is to help the SOAR/Advising teams with various tasks. Duties will include, but are not limited to:

* Greet students and visitors
* General office duties- Filing, word documents, etc.
* Data Entry
* Communicate with students via email/phone
* Assist with bulk mailing
* Community Outreach (on and off campus)
* Other duties as assigned.

**Skills Required:**

* Organization
* Basic computer

**Skills Preferred:**

* Bilingual (English/Spanish Preferred)
* Public Speaking
* Microsoft Office

**Days/Hours:** Depending on student schedule **Location:** SOAR Center/Student Services

**Dept:** SOAR/Advising **Pay Level:** 1

**Supervisor:** Tama Bolton/Kelly Sullivan **Phone:** 541-506-6065, 541-506-6022

**Campus:**  The Dalles