Job Title: Office Assistant

Job Function: Under the supervision of the facilities services office manager, office assistants perform clerical and customer-service functions in the main office. Office assistants work 10-20 hours per week during the school year and 40 hours during summers and some breaks. The office supports all facilities services departments including trades, custodial, and grounds.

Responsibilities:
1. Provide office support by answering phones and assisting customers
2. Perform administrative tasks for department personnel as needed
3. Facilitate communication with facilities services technicians and security officers
4. Process work orders, key requests, vehicle registration, and vehicle requests as needed
5. Sort and file documents and records, including blueprints and manuals
6. Perform campus deliveries and other small errands on occasion
7. Assist program assistant as needed

Expectations:
1. Student employees should at all times be good representatives of Whitworth and of the facilities services department, both in the performance of their duties and in interactions with Whitworth constituents while in uniform.
2. Student employees should be present and ready to work at the assigned start time.
3. Students will comply with attendance policy requirements.
4. Student employees are responsible for personally notifying the front office by phone (509.777.3254) when they are unable to be at work on time.
5. Student employees are responsible for parking their cars in the designated parking places and are responsible for having the proper parking sticker in place.
6. Student employees are responsible for wearing PPE (provided by Whitworth) at all times as appropriate while on the job. Students must comply with the department dress code.
8. Employees are responsible for supplying their own rain gear, hats, and other protection from the elements as needed.
9. Timekeeping: Hours worked must be recorded accurately in a WhitNet timecard, to be reviewed daily by your immediate supervisor.
10. Take personal responsibility for remaining productive during the entirety of each daily shift.

Minimum Qualifications:
1. Accuracy and detail-orientation, as much of the job requires data entry
2. Dependability in reporting to work
3. Must be a demonstrated self-starter with ability to work independently
4. Must have basic skill with Microsoft Word and Excel
5. Knowledge of MS Outlook, MS Access, MS PowerPoint, MS Visio, Adobe Acrobat and/or Dreamweaver is preferred.
6. Valid driver's license and ability to pass Whitworth’s driving certification program are preferred.
7. Ability to maintain safe working conditions at all times, including comprehension of and adherence with material safety precautions and operational training
8. Ability to work cooperatively as a member of a team
9. Ability to follow instructions and learn new skills. Ability to complete tasks independently.
10. Ability to pass background check