Walla Walla University

Seventh-day Adventist Higher Education

Core Themes

We are a community of faith and discovery committed to

Excellence in thought
Generosity in service
Beauty in expression
Faith in God

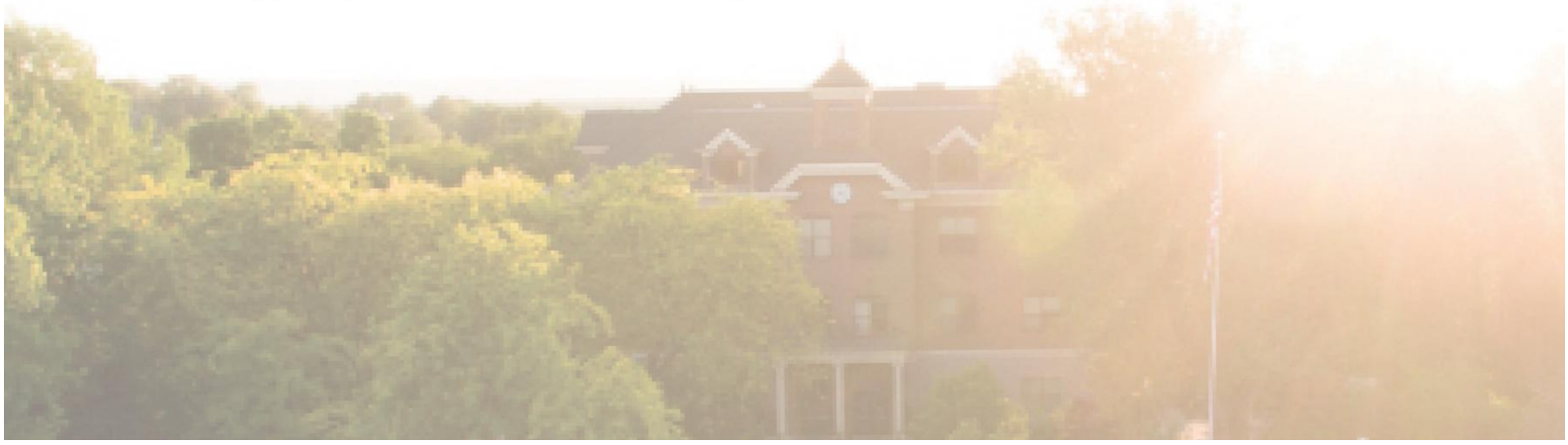
Philosophy

Walla Walla University is founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church. Central to these teachings is the belief that every person is created in the image of God as a being of inestimable value and worth, imbued with powers of intelligence, stewardship, and creativity akin to those of the Creator. Walla Walla University, therefore, seeks in its mission to foster the unique gifts of every individual within this Christian community of faith and discovery. Committed to excellence in thought, the University seeks to impart a broad knowledge of the arts, sciences, and professions by careful instruction and open inquiry at both the undergraduate and graduate levels. Recognizing that God is the source of all truth, goodness, and beauty, the University seeks to convey to students a wisdom that translates academic achievement into responsible citizenship, generous service, a deep respect for the beauty in God's creation, and the promise of re-creation through Jesus Christ.

About WWU

Founded in 1892, Walla Walla University is a private, fully accredited university. Approximately 1,900 students of diverse backgrounds attend WWU, which offers more than 100 areas of study. The largest undergraduate programs are nursing, engineering, business, biology and education. Graduate degrees are offered in biology; cinema, religion, and worldivew; education; and social work.

Nestled against the Blue Mountains in Southeast Washington state, Walla Walla University is headquartered on a 83-acre campus in College Place. This residential campus enjoys close proximity to Walla Walla, which has been recognized as "America's Friendliest Small Town" by *USA Today* and Rand McNally. The City of Walla Walla maintains 20 public parks and a vibrant dining and cultural arts scene, including the oldest continuously operating symphony west of the Mississippi. Walla Walla University also operates four satellite campuses, including a School of Nursing campus in Portland, Oregon, a marine biology station near Anacortes, Washington, and School of Social Work and Sociology campuses in Missoula and Billings, Montana.



Administrative Assistant

Department: Communication		**FLSA Class**: Hourly, Non-Exempt
Reports To: Communications Professor, Pos. #10880005		**Status:** Regular, Part-time (25 hours per week)
Location: College Place		**Grade:** A3
Created: 11/2026	**Updated:** 11/2026	**Position #:** 10880006
Compensation: $17.53 to $19.26 per hour New hires generally start at the low to mid-point within the pay grade, with placement dependent on qualifications and experience.		
Benefits: may include medical, retirement, paid time off, and more. To learn more, visit: wallawalla.edu/benefits		

POSITION SUMMARY

This position provides support to the faculty and the general operations of an academically diverse department.

ESSENTIAL RESPONSIBILITIES

1. Manage the day-to-day administrative processes associated with the department with minimal supervision.
    - Includes but are not limited to: scheduling, customer service, meeting coordination, special event planning, ordering supplies, reconciling departmental invoices, opening and distributing mail, and answering general correspondence and inquiries.
    - Facilitate and coordinate communication across the department.
    - Coordinate use of departmental resources including, but not limited to, TV studio, Black Box, Green Room, media, and tickets.
    - Facilitate requests for services including, but not limited to, maintenance, keys, swipe cards, etc.
    - Grade papers, make copies, and facilitate teaching.
    - Make and display posters/advertising for events.
    - Serve as a helpful and friendly resource for students.
    - Create a comfortable and welcoming environment for students/faculty in office area.
2. Supervise and direct work of student employee(s).
    - Assist student employees working in department, but not under direct supervision by this position.
    - Manage student employees working directly under his/her supervision in the office.
3. Manage social media and public relations for department.
    - Plan and manage social media posts on various platforms.
    - Respond to social media feedback.
    - Plan and conduct public relations campaigns for department.
4. Create and facilitate memorable events for the Communication department and students.
5. Assist chair and other faculty, as assigned, on special projects.
6. Performs other duties as assigned formally or informally, orally or in writing.

ADDITIONAL RESPONSIBILITIES

"Non-essential" If a duty takes up less than 5% of the employees' time and is not viewed as a critical function it is likely considered "non-essential" within the context of the ADA. These duties could be reassigned to another employee in order to allow a disabled individual to hold the position.

- N/A

SUPERVISION RECEIVED & GIVEN

Supervision Received:

- Direction – Employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Employees are expected to operate with a reasonable degree of independence.

Supervision Given: Yes, Student employees

QUALIFICATIONS

- **Education:** Associate's degree from a two-year college or technical school or equivalent experience; Bachelor's degree preferred.
- **Licenses/Certifications:** N/A
- **Experience/Skills**
  - **Years of experience:** 1-3 years, 3-5 preferred.
  - **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, demonstrating strong attention to detail, honoring University policies and all regulatory requirements, and maintaining confidentiality.
  - **Customer Focus:** Striving for high customer satisfaction, going out of their way to be helpful and pleasant, making it as easy as possible for the customer rather than our department or the University.
  - **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, influencing others, and keeping others informed.
  - **Collegiality:** Being helpful, respectful, approachable, and team-oriented, building strong working relationships and a positive work environment, and the ability to relate to and work with diverse groups of people.
  - **Initiative:** Taking ownership of work responsibilities, doing what is needed without being asked, and following through.
  - **Efficiency:** Planning, managing time well, being on time and dependable, being cost-conscious, and thinking of better ways to do things.
  - **Coachability:** Being receptive to feedback, willing to learn, and embracing continuous improvement.
  - **People management:** Setting clear expectations, reviewing progress, providing timely feedback and guidance, holding people accountable.

ADDITIONAL JOB-SPECIFIC QUALIFICATIONS

Proficiency with Microsoft Office (Outlook, Word, and Excel). Familiarity with database programs (example: MS Access). Familiarity with foreign languages and cultures. Problem solving, excellent organizational, time management, prioritization and multi-taking skills.

WORK CONDITIONS/ENVIRONMENT

Job Conditions:

- Frequent: Computer use and speaking, reading, and understanding English.
- Occasional: Weekend Work, on-call/after-hours work, fast-paced work, unscheduled interruptions and driving/operating machinery or vehicles.

Lifting/Moving: Occasional: pushing, pulling, lifting, and carrying 20-30 pounds.

Physical:

- Frequent: Sitting, standing, moving from one location to another, reaching, handling, fingering, and/or feeling i.e. computer use, talking and/or hearing, seeing/vision.
- Occasional: Stooping, kneeling, crouching and/or crawling, walking and/or running and climbing or balancing.

Environment:

- Frequent: Indoor
- Occasional: Outdoor, wet/dry conditions, cold/heat, noise/vibration and fumes/dust/odors.

Equipment: Frequent use of computer, phone, copier, scanner, paper shredder, and fax machine.

APPLY NOW

Applications are being accepted now, with the position filled as soon as a qualified candidate is identified.

- For external applicants, **apply here.**
- For internal applicants (active employees, not including student employees), **apply here.**

Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided to upload your cover letter and resume.

Thank you for considering employment at Walla Walla University!