**Job Title**
Administrative Assistant

**Classification**
Non-exempt (Hourly)

**Department**
Village Life

**Hours Per Week**
Part-time, 20 hours per week

**Salary**
Commensurate with experience

**Available**
Immediately

**Position Summary**
This position serves in a wide variety of administrative and leadership functions in support of Village Housing and off-campus housing staff and residents and oversees the Homebase program.

**Qualifications**
- **Education:** Minimum: High school diploma or GED equivalent. Preferred: Equivalent combination of education and experience.
- **Experience/Skills**
  - **Years of experience:** 1-3 years of experience, 3-5 years preferred.
  - **Minimum:** Proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint). **Preferred:** Familiarity with website development application(s), Typo3, Adobe InDesign, and PeopleSoft database is preferred.

**Job Description**
For detailed job description, [click here](#)

**Apply**

**Apply For This Position** (External Applicants)
*Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to up-load your cover letter and resume.*

**Apply for This Position** (Internal Applicants, Current employees, not Student)
*Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to up-load your cover letter and resume.*

**Questions**
Human Resources: 509-527-2820 or email: employment@wallawalla.edu