Job Title: Administrative Assistant
Classification: Non-exempt (Hourly)
Department: Diversity
Hours Per Week: Part-time (20 hours per week)
Salary: Commensurate with experience
Available: Immediately

Position Summary: The Administrative Assistant works with the Assistant to the President for Diversity (the Chief Diversity Officer [CDO]) to promote, implement, and monitor all aspects of Diversity at Walla Walla University.

Qualifications:

Education: Equivalent combination of education and experience. Bachelor’s degree preferred.

Experience/Skills:
- Years of experience: Minimum: 1-3 years of experience
- Microsoft Office
- Experience working with Diversity, Equity and Inclusion or equivalent training

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