## Job Title
Advisor and Administrative Assistant

## Classification
Non-exempt (Hourly)

## Department
Nursing (Main Campus)

## Hours Per Week
Full-time

## Salary
Commensurate with experience

## Available
Immediately

### Position Summary
Provide a variety of advanced administrative, technical and student advisory support for the school of nursing. This position will combine administrative assistant with a student advising role and support for the Associate Dean in admissions and prospective student inquiries. About 75% of the job will consists of the administrative assistant tasks, while about 25% of the job will consist of the advising tasks.

### Qualifications
- **Education:** Bachelor’s degree.
- **Experience/Skills**
  - **Years of experience:** 1-3 years, 3-5 years preferred.
  - Proficiency with Microsoft Office
  - Detail orientated with skills in proofreading materials (ability to detect and correct grammatical and spelling errors) and data entry to ensure accuracy
  - Oral and written skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty and the general public
  - Interpersonal skills including coaching and mentoring, establishing working relationships, interacting with diverse audience, persuading/negotiating, public relations, and teamwork all desired skills
  - Ability to maintain confidential and sensitive student information
  - Strong organization skills, self-directed with the ability to coordinate tasks with frequent interruptions, fluctuating workloads, prioritizing and follow through to meet academic deadlines
  - Ability to perform basic mathematic and budgeting calculations
  - Ability to accomplish job-related tasks without direct supervision

### Job Description
For detailed job description, [Click Here](#).

### Apply
**For detailed job description, Click Here**

**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