



Associated Students of the Oregon Institute of Technology- Wilsonville (ASOITW)

ADMINISTRATIVE OFFICER

Job Description

Department Name: Student Services - Wilsonville

Direct Supervisor: Dana Onorato, Director of Student Services

Position Description and Responsibilities:

- Monitor club budgets
- Monitor ASOITW budget with Student Services Director
- Keep minutes of ASOITW officer meetings
- Monitor club account printing expenditures
- Reserve rooms for ASOITW officer meetings and send meeting requests
- Back-up chair/agenda creator for ASOITW officer meetings

Required Qualifications

- Passionate about working with and for students
- Strong written and oral communication skills
- Able to work effectively on teams and independently
- Reliable, punctual, and responsible
- Strong organization skills with attention to detail
- Student must be in good financial and academic standing and have a minimum cumulative GPA of 2.75 to serve in this office. Student must maintain a 2.0 GPA in order to continue

Preferred Qualifications

- Work study funds available
- Flexibility in work schedule

Hourly Wage: \$9.10 per hour

Time Commitment: Approximately 8–10 hours per week, start date May 5, 2014

How to Apply

To apply for this position, please submit your application, candidate statement and resume to Dana Onorato, Director of Student Services at dana.onorato@oit.edu by **Friday, April 18**.

All candidates will be required to attend an informational meeting on **Monday, April 21 at 4 pm in room 124**.