

## **Business Department Assistant**

### **Job Description**

**Supervisor:** Darin Bell  
[dbell@tvcc.cc](mailto:dbell@tvcc.cc)

Hourly Wage: Oregon Minimum Wage

Anticipated Hours: 10-19 per week with flexible scheduling

Duties: Employee will be primary involved in assisting with the coordination of Business Department activities including Industry Partner Visits to Campus, Student Appreciation Activities, Department Meetings and other Department Development Activities.

This may include:

- Communicating via email, text, and phone and in person with constituencies on and off campus.
- Creating and maintaining a Departmental calendar under the direction or department faculty.
- Creating documents under the direction of department faculty.
- Tracking and maintaining contact lists and documents.
- Other duties as assigned related to Business Department Development.