

Business Office Work Study Intern:

You are invited to join us working in a dynamic Business Office environment where you will learn basic office, business management, and accounting skills.

This position will be 10-12 hours a week

Specific Job Responsibilities:

- Records Management
- Vending
- Mail Receiving and Delivery
- Reconciliations

Required Skills and Experience:

- Ability to take direction
- Ability to function effectively in a busy environment
- **No previous experience is required**

Preferred skills include, but are not limited to:

- Microsoft Word, Excel and Outlook

Supervisor:

Melanie Helmick, Grant and Finance Accountant

If interested, contact Beth McBride, Financial Aid Advisor, at Student Services or by email to bethmcbride@tillamookbaycc.edu