



Please submit responses to the following questions. Then upload this document within the supported documents tab while applying.

- 1) Describe how you meet the minimum qualifications/desirable qualifications as listed in the job description: Minimum Qualifications: Associate's degree in Office Administration or a related field and five or more years of previous experience performing administrative and clerical functions in support of an educational/student service program, economic development organization or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed. Desirable Qualifications: Experience in an educational setting, especially in a post-secondary environment, or in a fast-paced work environment. Previous experience using QuickBooks Pro, Microsoft Publisher or other publishing software, Microsoft Office "Suite" including Excel and Word.



**Clatsop
Community
College**

Supplemental Application

- 2) Explain your knowledge of and experience working with budgets and financial procedures (i.e. software programs used, document and report generation, account reconciliation).

- 3) Explain what special projects you have assisted in coordinating. Describe the process you followed.



**Clatsop
Community
College**

Supplemental Application

- 4) Give examples of Customer Service skills you have used in your career, and how it would relate to dealing with the public, and the business community.

- 5) Explain how you prioritize multiple projects and deal with interruptions as a frontline staff member in a busy office. Provide examples.



**Clatsop
Community
College**

Supplemental Application

- 6) Give examples of documents/databases that you have created or maintained using computer software, especially MS Word, EXCEL, and Publisher, Graphic Design, or other publishing software.