

# Looking for a Fall Job?

## Job Opening at TIUA

### International Program Assistant (IPA) for Fall 2014

**Appointment:** Fall Semester 2014

**Hours:** Approximately 10 hours per week. To be determined by TIUA and IPA

**Pay:** Starting at \$9.10/ hour

**Job Description:** The International Program Assistant provides the overall clerical support for TIUA. The IPA also assists various programs and events that are assigned during and after regular office hours. For the complete job description, please contact Tomoko Harpster (See below for the e-mail address).

**Requirement:** You need to go through "Safe Driver Program" in order to drive WU/TIUA vehicles.

Send your cover letter, resume, and class schedule for Fall 2014 to Tomoko Harpster at TIUA.

By e-mail: [tharpste@willamette.edu](mailto:tharpste@willamette.edu)

By campus mail Tomoko Harpster  
TIUA  
Phone: 503-373-3301

By hand delivery TIUA 2<sup>nd</sup> Floor, Room 228

**Deadline:** April 18 (Fri)