**Oregon State University Foundation**

**Not-for-Profit Accounting Student Position:**

**Duties include data entry, mailing daily receipts, special projects, data entry, updating database, copying, filing, computer scanning of documents for archiving purposes, GL work, and misc office duties. Need to be a self-starter, detail oriented, have good computer skills and be able to work independently. Must be able to work Winter Break and possibly Spring Break. We have one opening. The work schedule would be up to 20 hours per week during the school term and up to 40 hours per week whenever school is not in session. Could lead to full-time employment the summer of 2014.  Starting pay is $9 an hour. Contact Marianne Mesford at** **marianne.mesford@oregonstate.edu** **or 737-1872 or Michael Dickason at** **Michael.dickason@oregonstate.edu** **or 737-4909, if interested.**