

CLASSIFIED RECRUITMENT ANNOUNCEMENT
Administrative Assistant 2
College Access and Support

Reports to: Director of College Access and Support
Division: **College Access and Support**
Classification: Classified
Salary: \$28,440 - \$36,756
Closes: July 26, 2014

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Division

The College Access and Support (CAS) division supports the over-arching goals of helping students succeed in college and career through effective access and outreach activities and support services. The division emphasizes access, attainment, affordability and achievement working with partners and stakeholders to deliver access information and offer support services. CAS administers the College Bound Scholarship, Washington State GEAR UP program, theWashBoard.org scholarship search site, college application and FAFSA filing campaigns, and other activities.

About the Position

The Administrative Assistant fills a critical role in providing professional administrative support for the Director of College Access and Support and the GEAR UP and College Bound programs. This requires substantial organizational, problem-solving, and excellent communication skills.

The Administrative Assistant has frequent and substantive interactions both within and outside the agency. A can-do, positive attitude is critical. The Administrative Assistant handles sensitive and confidential matters using good judgment, tact, and discretion. Occasional travel will be required.

Work Activities:

Administrative & Support 55%

- Provide confidential support and assist in keeping Director's calendar current, monitoring the Director's e-mail, and scheduling meeting requests by stakeholders and staff.
- Coordinate travel arrangements and reimbursement for Director and Associate/Assistant directors following established federal, state, agency and program rules and regulations.
- Support other division travel needs.

- Interview, hire and train work study students, and temporary employees.
- Produce and distribute a monthly program calendar of events, and staff attendance.
- Schedule meetings, reserve facilities, and prepare materials as requested by Director.
- Monitor council meeting and other agency wide deadlines.
- Coordinate CAS furniture and equipment purchases and surplus requests.
- Act as division records coordinator, including archives and records retention schedules.
- Serve on agency support staff team and participate in agency wide activities and committees.
- Oversee CAS mail delivery.
- Maintain office central files including legal opinions, division agreements, etc.
- Oversee maintenance of printers, copiers and other office equipment.
- Purchase conference registrations and association memberships.
- Reconcile the CAS “p-card” for travel expenses.
- Collect federal time and effort staff reports, semi-annually.
- Archive files, contracts and other program documents.

Communication – 15%

- Respond to phone, mail, and email inquiries in a timely manner.
- Review and send mass emails on behalf of CAS Director to key stakeholders.
- Maintain an inventory of publications to provide to inquiring students and their families.
- Catalog and distribute program incentive and promotional items.

Program Support – 30%

- Process match documents under directions of GEAR UP Fiscal Analyst. Maintain filings for Fiscal Analyst.
- Support clerical needs for both American College Application and College Goal Washington campaigns.
- Coordinate with College Bound programs staff to assist in sign-up paperwork, data requests, and other support services requests.

Required Education and Experience

- Associate’s degree in business, education or humanities and;
- Two years of responsible experience in similar office or administrative work.
- Clerical or office work experience may be substituted for education on a year for year basis.
- Proficient/skilled in Microsoft Office Suite – Word, Outlook, PowerPoint and Excel.
- Ability to meet competing deadlines.
- Ability to work productively as part of a diverse staff; and with limited supervision and direction.
- Ability to exercise independent judgment and maintain confidentiality regarding sensitive personnel matters.
- Ability to understand and apply state and agency procedures to complete responsibilities.
- Excellent customer service skills.

- Excellent electronic and manual record keeping and organizational skills.
- Excellent written, communication, and interpersonal skills.

Preferred

- Advanced expertise working with Microsoft Word, Outlook, PowerPoint and Excel.
- Knowledge of state government policies and procedures.
- Experience of working in college access and support areas.
- Experience and knowledge of working with first generation, low-income population.
- Knowledge of federal and state student financial aid programs.

Essential Functions:

- Provide confidential administrative and clerical support to the director, and associate/assistant directors, in the College Access and Support division.
- Produce high quality work that is thorough, accurate, and meets deadline requirements.
- Coordinate and arrange travel for the director and associate/assistant directors in compliance with state, agency and program rules and regulations.
- Draft and proofread correspondence, reports, forms, and other documents.

Application Procedures

To apply for this position you **MUST** find this position and complete your profile at www.careers.wa.gov. Attach the following to your profile before completing the online application:

1. A cover letter describing how you meet the required and desirable education and experience of this position
2. A current resume
3. Names and phone numbers of three professional references
4. The completed supplemental questions

Please note: *The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.*

QUESTIONS?

For questions about this recruitment contact Alisha Rollins at AlishaR@wsac.wa.gov, or you may call (360) 753-7857.

The Washington Student Achievement Council is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will

provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.

Administrative Assistant 2 College Access and Supplemental Questionnaire

- *1. What is your highest level of education?
- Bachelor's degree in business, education or humanities or related field
 - Associate's degree in business, education or humanities or related field
 - Two years or more of college level course work with an emphasis on business, education or humanities or related field – no degree
 - One year of college
 - High School diploma or GED
- *2. How many years of progressively responsible experience do you have in clerical, office or administrative work?
- At least one year
 - At least two years
 - At least three years
 - Four or more years
 - No experience
- *3. Briefly describe progressively responsible clerical, office or administrative work. Include your role and duration.
- *4. Which one of the following best describes your level of knowledge and skill with Microsoft Word?
- Beginner (little or no experience, but interested and willing to learn)
 - Developing (developing knowledge and skills through completion fo training or through at least 6 months of experience applying this knowledge in the workplace.)
 - Proficient/Skilled (have successfully and regularly applied this knowledge in the workplace. This is recognized by others as demonstrating ample knowledge and skills . Generally this is achieved through 1-3 years of experience applying this knowledge to the workplace.)
 - Expert (Recognized by others as demonstrating exceptional knowledge and skills. Generally this is achieved through 3 or more years of experience applying this knowledge to the workplace.)
- *5. Which one of the following best describes your level of knowledge and skill with Outlook?
- Beginner (little or no experience, but interested and willing to learn)
 - Developing (developing knowledge and skills through completion fo training or through at least 6 months of experience applying this knowledge in the workplace.)
 - Proficient/Skilled (have successfully and regularly applied this knowledge in the workplace. This is recognized by others as demonstrating ample knowledge and skills . Generally this is achieved through 1-3 years of experience applying this knowledge to the workplace.)
 - Expert (Recognized by others as demonstrating exceptional knowledge and skills. Generally this is achieved through 3 or more years of experience applying this knowledge to the workplace.)
- *6. Which one of the following best describes your level of knowledge and skill with Power Point?
- Beginner (little or no experience, but interested and willing to learn)
 - Developing (developing knowledge and skills through completion fo training or through at least 6 months of experience applying this knowledge in the workplace.)
 - Proficient/Skilled (have successfully and regularly applied this knowledge in the workplace. This is recognized by others as demonstrating ample knowledge and skills . Generally this is achieved through 1-3 years of experience applying this knowledge to the workplace.)
 - Expert (Recognized by others as demonstrating exceptional knowledge and skills. Generally this is achieved through 3 or more years of experience applying this knowledge to the workplace.)

*7. Which one of the following best describes your level of knowledge and skill with Excel?

- Beginner (little or no experience, but interested and willing to learn)
- Developing (developing knowledge and skills through completion fo training or through at least 6 months of experience applying this knowledge in the workplace.)
- Proficient/Skilled (have successfully and regularly applied this knowledge in the workplace. This is recognized by others as demonstrating ample knowledge and skills . Generally this is achieved through 1-3 years of experience applying this knowledge to the workplace.)
- Expert (Recognized by others as demonstrating exceptional knowledge and skills. Generally this is achieved through 3 or more years of experience applying this knowledge to the workplace.)

*8. How many years of experience do you have with state government policies and procedures?

- Less than one year
- At least one year
- At least two years
- At least three years
- Four or more years
- No experience

*9. Please describe in detail what your experience is in state government policies and procedures. If none please enter N/A.

*10. Do you have working knowledge of federal and state student financial aid programs?

- Yes
- No

*11. If you answered yes to the previous question, please describe your experience in state and/or federal student financial aid programs.

* Required Question