



# WASHINGTON STUDENT ACHIEVEMENT COUNCIL

EDUCATION · OPPORTUNITY · RESULTS

## **CLASSIFIED RECRUITMENT ANNOUNCEMENT** **Receptionist (Secretary Senior), Office of the Executive Director**

<b>Salary</b>	\$28,008. – \$37,008.00
<b>Opening Date</b>	8/13/2015
<b>Closing Date</b>	Open until filled. For best consideration, applications should be received by Thursday August 27, 2015.
<b>Reports to:</b>	Executive Assistant
<b>Division:</b>	Office of the Executive Director
<b>Classification:</b>	Classified

### **Agency Profile**

The Washington Student Achievement Council (WSAC) links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving education 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 the education consumer, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

### **About the Office of Executive Director**

The Office of the Executive Director works directly with the Council to provide vision, leadership, and goals to the Governor and Legislature, recommends the resources to achieve those goals, and monitors progress toward meeting them. The Office of the Executive Director guides the strategic planning process involving a wide-range of external associates and Council partners to develop state goals, recommend improvements and innovations to adapt to evolving needs, and advocate for higher education to educate the public on the economic, social, and civic benefits of postsecondary education, and the consequent need for increased financial support and civic commitment in the state. The Office of the Executive Director also oversees the operations of state-funded grant programs, the Guaranteed Education Tuition Program, and internal agency operations.



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## **About the Position**

As an integral part of the Washington Student Achievement Council and the Office of the Executive Director, the front desk receptionist is a vital link in the flow of information to and from the staff, the Executive Director, and the Council. This position provides receptionist and telephone operator duties, Guaranteed Education Tuition expertise to walk-in customers, and a variety of clerical support functions, including developing and maintaining databases and lists which are vital to the efficient operations of the agency. The Receptionist has frequent and substantive interactions both within and outside the Agency. A can-do, positive attitude is critical in this position. The Receptionist will also provide vital administrative support in maintaining the agency's high level of service to the customers of the Council's programs and policy efforts. The expected schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday, with a scheduled one-hour lunch period each day. During peak enrollment or other deadlines during the year, hours may be adjusted to accommodate for customers or deadlines that require work later than 5:00 p.m.

## **Required Education, Experience and Competencies:**

- Two years of college or equivalent and two years of increasingly responsible experience in office, secretarial, or general administrative work or equivalent education.
- High School diploma or GED.
- Ability to demonstrate proficiencies with Microsoft Office suite, including Word, Excel, Publisher, and PowerPoint.
- Ability to sort and prioritize mail.
- Excellent overall communication with an emphasis on organizational skills.
- Ability to maintain a courteous attitude toward public and staff members even in difficult circumstances.
- Ability to draft correspondence.
- Ability to assist in the preparation of Council meeting materials.
- Ability to develop and maintain record-keeping systems.
- Ability to resolve problems and respond to inquiries regarding agency and Council issues.
- Ability to prioritize workloads to meet deadlines.
- Ability to manage multi-line phone system.
- Ability to work independently.
- Ability to apply and implement policies and procedures.
- Ability to use good judgment in evaluating and making decisions.
- Ability to work effectively as a team member and to follow instructions as provided.
- Ability to learn new procedures.
- Ability to remain calm in high traffic, busy office setting.

## **Preferred/Desired Education, Experience and Competencies:**

- Associate of Arts degree and/or prior work experience in a busy office environment.
- Excellent skills in MS Word, Excel, PowerPoint, Publisher, Access, and Outlook.
- Knowledge of the Guaranteed Education Tuition Program.



To apply for this position you MUST find this position and complete your profile at [www.careers.wa.gov](http://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](mailto: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.*