

## **POLICY, PLANNING AND RESEARCH, OFFICE ASSISTANT**

*Hourly Wage: \$11.93*

**Division:** Policy, Planning and Research Division

**Application Deadline:** As soon as possible. The position will remain open until filled.

**Job Title:** SWS Office Assistant 2 – Policy, Planning & Research

### **GENERAL POSITION DESCRIPTION**

The Washington Student Achievement Council is currently hiring for a State Work Study position to work with the Policy, Planning and Research division. Hours will be part-time (up to 19 hours per week), depending upon the successful candidate's award amount.

The successful candidate will be exposed to state government operations and higher education program administration through this position. The ability to work with computer systems will provide students with experience using web and server-based computer systems. Experiences gained will also include: working in a team environment, involvement in special projects, and development of marketable workplace skills.

### **RESPONSIBILITIES**

- Routine office assistant activities including data entry, filing, scanning, and copying
- Open, date-stamp, and distribute division mail
- Assist program managers and coordinators with a variety of office projects
- Provide back-up to division administrative assistant and assistant director of operations
- Fill in occasionally for the reception area at the front desk
- Other projects as assigned

### **QUALIFICATIONS**

#### **Required Qualifications:**

- Applicants for this position must be eligible for participation in the State Work Study program.

#### **Desirable Qualifications:**

- Career interest in public administration or business
- The ability to work independently with minimum supervision
- Excellent organizational skills and attention to detail
- Demonstrated written and oral communication skills
- Experience working within specific timeframes to meet deadlines
- A good work ethic and desire to gain valuable work experiences that will assist in future career advancement
- Experience with Microsoft Office products, especially: Outlook, Word, and Excel

To apply, please send a copy of your resume, available schedule, and State Work Study award information to Karen Moton-Tate by e-mail at [karenm@wsac.wa.gov](mailto:karenm@wsac.wa.gov), or by fax at (360) 704-6202. You may also contact Karen by phone at (360) 753-7802 if you have any questions.