



State Work Study Student Recruitment Announcement Executive Office – Office Assistant

Reports to: Executive Assistant
Division: Executive Office
Classification: Office Assistant/ Student Employee
Hourly Wage: \$12.17

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 educational outcomes for students at all levels. Supported by a cabinet-level state agency, the nine-member 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.

GENERAL POSITION DESCRIPTION

The Office Assistant provides clerical support to Executive Office staff, and provides back up reception at the agency Front Desk. The successful candidate will be exposed to government operations, and the office environment in the public sector. Experiences gained will also include: independent accountability, working as part of a team, familiarization with office devices and processes, and other marketable workplace skills.

This position will report to the Executive Assistant, and will be trained by the Front Desk Receptionist. Hours during the academic year will not exceed 19 hours per week, with the potential for more hours during school vacation periods. Preferred schedule is in the range of 9:00am – 3:00pm, Monday through Friday.

RESPONSIBILITIES

- Answer incoming calls from a multi-line phone system, and transfer accordingly
- Open, stamp and distribute incoming mail per strict internal control procedure guidelines
- In-person guest reception for partner stakeholders, vendors, students, customers, and the general public
- Provide back up for the Front Desk Receptionist on a daily basis, and as required
- Copying, sorting and assembling packets, preparing labels and mailings
- Assist Executive Office staff with a variety of office projects

QUALIFICATIONS

Required:

- Eligibility for participation in the State Work Study program.
- Ability to provide reliable attendance Monday through Friday, within the hours of 10:00am – 2:00pm.

Desirable Qualifications:

- Previous office experience
- Excellent customer service skills
- Demonstrated oral and written communication skills
- Ability to maintain confidentiality, discretion and professionalism in appearance and demeanor
- Ability to remain calm under pressure and work with multiple interruptions
- Able to take direction and provide meaningful results
- Ability to work collaboratively to prioritize tasks and meet deadlines
- Possess a good work ethic and have a desire to gain valuable work experiences
- Experience with Microsoft Office programs, specifically Outlook, Word, Excel and Publisher

To apply, please send a **copy of your resume, available schedule, and State Work Study Award** information to Alisha Rollins by email (alishar@wsac.wa.gov). You may also contact Alisha by phone at 360.753.7857 if you have questions.

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.