



State Work Study Student Recruitment Announcement CAS – Office Assistant 2

Reports to: Assistant Director of College Access and Support
Division: College Access and Support
Classification: Office Assistant/ Student Employee
Hourly Wage: \$11.59

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 2 (OA2) will provide clerical support to the College Access and Support division (CAS) which includes the College Bound Scholarship, GEAR UP, and the 12th Year Campaign Initiatives. The main function of CAS is to support students – in particular, low-income and first-generation students - as they prepare for and transition to college.

This position will report to the Assistant Director of College Access and Support and will perform general office duties such as data entry, organizing and archiving materials, and assisting with special mailing projects. Hours during the academic year will be approximately 20/week with the potential for more during the summer and vacation periods.

RESPONSIBILITIES

- Provide program staff with general clerical support
- Use Laser fiche to scan, index and file program applications
- Assist with processing applications and performing data entry
- Coordinate and archive program materials
- Assist with special projects such as statewide mailings and updating student contact information

QUALIFICATIONS

- Previous office experience
- Excellent customer service skills
- Ability to maintain confidentiality
- Attention to detail and strong organizational skills
- Ability to work collaboratively

- Comfortable with routine, repetitive work
- Possess a good work ethic and have a desire to learn
- State work-study award

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.