



State Work Study Student Recruitment Announcement GET – Office Assistant 2

Reports to: Special Assistant to the GET Director
Division: GET
Classification: 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.

About the Program or Division

The Guaranteed Education Tuition Program (GET) allows families to purchase tuition units now, for use at a later date. These funds are invested and the account owner is guaranteed a return, which will cover tuition at some future date. GET offers a safe and secure opportunity to save for college, therefore increasing college affordability and reducing dependence on other forms of financial aid. The Committee on Advance Tuition Payment, commonly referred to as the GET Committee, governs the program. The Committee is composed of the Executive Director of the Washington Student Achievement Council, the State Treasurer, the Director of the Office of Financial Management and two citizen members.

Mission: GET serves Washington families by offering a safe and secure way to save for college.

Vision: We are committed to: encouraging stateside awareness and participation in GET, which is nationally recognized as a great college savings program. Excellence in customer service that supports families and student success. A positive work environment where employees are valued as individuals and supported in their work.

Values: Stewardship, Improvement, Respect, Teamwork, Well-being

General Position Description

The Washington Student Achievement Council is currently hiring for a State Work Study (Office Assistant 2) position with the GET Program. Hours will be part-time (up to 19 hours per week) and up to 40 hours per week during breaks, depending on the successful candidate's aware amount.

Responsibilities:

This position provides support to the Administration, Marketing, Finance, Records, and Contact Center divisions of the GET program. The selected candidate will assist with day-to-day functions and special projects within the GET program.

Work Activities:

The daily activities will change from day to day. These may include scanning documents, archiving, updating reports, preparing for outreach events, assisting with marketing lists and creative projects, promo item inventory, outgoing mail coordination, and other duties as assigned.

Required Education, Experience and Competencies:

- Applicants for this position must be eligible for participation in the State Work Study program.
- Ability to work effectively as a team member.
- Ability to work independently and use good judgment in evaluating and making decisions.
- Ability to effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, coordinate work assignments with others, and inform manager when additional time is needed.
- Ability to demonstrate ability to accurately and quickly enter data into a computerized database.
- Ability to possess good proofreading, error detection and correction skills.
- Ability and willingness to speak and communicate effectively with co-workers.
- Ability to work independently, use good judgment in evaluating and making decisions; communicate effectively and maintain courteous attitude toward public and employees.

Preferred/Desired Education, Experience and Competencies:

- Knowledge of computer concepts, including MS Office products (Word, Outlook, Excel, and Access).

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.