



State Work Study Student Recruitment Announcement Student Financial Assistance – Office Assistant

Reports to: Administrative Specialist and Program Manager
Division: Student Financial Assistance
Classification: Office Assistant/ Student Employee
Hourly Wage: \$12.72

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.

Position Description

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

The successful candidate will gain experience in state government operations and higher education program administration through this position. Experience gained will also include:

- Working in a team environment
- Involvement in special projects
- Development of marketable workplace skills

Responsibilities

- Respond to phone and email inquiries by providing requested information to students, parents, and staff
- Routine office assistance 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

- Fill in occasionally for the reception area at the front desk
- Other projects as assigned

Qualifications

Required:

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

Desirable:

- Career interest in education, public administration, business, or similar fields
- The ability to work independently with minimal supervision
- Excellent organization 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 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.