

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: \$12.98

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. The agency conducts research and analysis, protects education consumers, manages the college savings programs, and administers state and federal financial aid programs.

About the Division

The Student Financial Assistance (SFA) division is responsible for policy and operations related to state student financial aid. The division administers need-based grants, state work study, merit, workforce and conditional scholarship programs.

Position Description

WSAC is currently hiring a State Work Study position to work with the Student Financial Assistance division. Hours will be part-time (up to 19 hours per week), depending on the successful candidate's 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

- Routine office assistance activities including data entry, filing, scanning, and copying.
- Open, date-stamp, and distribute division mail.
- Respond to phone and email inquiries by providing requested information to students, parents, and staff.
- 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.
- A good work ethic and desire to gain valuable work experiences that will assist in future career advancement.
- Experience using Microsoft Office products, especially: Outlook, Word, and Excel.
- The ability to work independently with minimal supervision.

Desirable:

- Career interest in education, public administration, business, or similar fields.
- Excellent organization skills and attention to detail.
- Demonstrated written and oral communication skills.
- Experience working within specific timeframes to meet deadlines.

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.