

## **State Work Study Student Recruitment Announcement**

### **Student Financial Assistance – Office Assistant**

**Reports to:** Administrative Specialist  
**Division:** Student Financial Assistance  
**Classification:** Office Assistant/Student Employee  
**Hourly Wage:** \$14.57

#### **Agency Profile**

The Washington Student Achievement Council is committed to increasing educational opportunities and attainment in Washington. The Council has three main functions:

- Lead statewide strategic planning to increase educational attainment
- Administer programs that help people access and pay for college
- Advocate for the economic, social, and civic benefits of higher education.

#### **Our Values**

Meaningful, mission-focused work \* Commitment to ongoing learning and improvement \*  
Encouragement, support, and trust \* Creativity and competency \* Joyful work \* Humor,  
enthusiasm, and energy \* Respect for individuals' uniqueness, gifts, talents, and ideas \* Fidelity  
to our shared vision and integrity \* Can-do and will-do attitudes \* High-quality work

#### **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 specialist
- 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 Washington 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](mailto: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.

917 Lakeridge Way SW  
Olympia WA 98504-3430  
wsac.wa.gov

*Please Note: prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.*

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