

EXEMPT RECRUITMENT ANNOUNCEMENT
Administrative Assistant
Office of the Executive Director

Reports to: Executive Assistant
Division: **Office of the Executive Director**
Classification: Exempt
Salary: \$40,000 - \$45,000
Open to: October 18, 2013 at 5:00 p.m.

Agency Profile

The Washington Student Achievement Council 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 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 Office of Executive Director

The Office of the Executive Director works directly with the Council to provide vision, leadership, and policy direction to raise educational attainment in Washington. The Council proposes state education goals to the Governor and Legislature, recommends the resources to achieve those goals, and monitors progress toward meeting them. The Office of the Executive Director guides the strategic planning process involving wide-ranging external stakeholders and Council partners to develop state goals, recommend improvements and innovations to adapt to evolving needs, and advocate for higher education to educate the public on the economic, social and civic benefits of postsecondary education, and the consequent need for increased financial support and civic commitment in the state.

The Office of the Executive Director also oversees the operations of state-funded financial aid programs, various federally and state-funded grant programs, the Guaranteed Education Tuition Program and internal agency operations.

About the Position

The Administrative Assistant fulfills a critical staff role in providing professional administrative support for the Executive Assistant and the full spectrum of support, as directed by the Executive Assistant, for the Office of the Executive Director. This requires substantial organizational, problem-solving, and project management skills, as well as individual initiative and excellent communication skills.

The Administrative Assistant has frequent and substantive interactions both within and outside the agency. This Administrative Assistant handles sensitive and confidential matters using good judgment, tact, and discretion. A can-do, positive attitude is critical. Occasional travel will be required.

Required Education and Experience

- Associate degree or higher
- Five years of increasingly responsible administrative support experience

Core Competencies

The successful candidate should demonstrate the following:

- Excellent written and verbal communication skills
- Respect for deadlines
- Attention to detail
- Commitment to improvement
- Respect for others
- Commitment to team-building and collaboration
- Ability to flourish in a challenging, fast-paced, and high-demand work environment
- Track record of versatility, adaptability, and resilience
- Collegial demeanor

Duties and Responsibilities

Assistant to the Executive Assistant

- Provide confidential administrative support for the executive assistant.
- Assist in the preparation for meetings and appointments and maintain schedules for a wide range of groups and activities. Support activities as directed, ensuring timely completion.
- Screen incoming calls; identify items requiring immediate attention and forward calls appropriately.
- Provide support for meeting arrangements and travel, including transportation logistics, lodging, and reimbursement. Prepare materials required for conferences and meetings.
- Organize needs for office equipment and supplies for the Executive Office.
- Maintain and organize files.
- Perform other duties as assigned.

Front Desk Support

- Support the operations of the front desk, adhering to front desk protocols and customer service standards.
- Assist staff with ad hoc requests and resolve problems.
- Proof outgoing correspondence and reports.

Application Procedures

To be considered for this position, you must meet the required education and experience listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application that addresses how you meet the qualifications described in this announcement.
2. Resume. A detailed resume including all educational and professional experience.
3. References. A list of names, titles, and current telephone numbers of three (3) employment references.

Submit your completed application materials to:

Karen Moton-Tate
Associate Director of Human Resources
Karenm@wsac.wa.gov
(360) 753-7802

APPLICATION CLOSING DATE: Applications will be accepted through Monday, October 18, 2013 at 5:00 p.m.

Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.