

## Washington Student Achievement Council

## STATE WORK STUDY OFFICE ASSISTANT 2

**Hourly Wage: \$11.59**

Division: Student Financial Assistance Division in the College Bound Scholarship Program

**Application Deadline: As soon as possible. The position will remain open until filled.**

### GENERAL POSITION DESCRIPTION

The Washington Student Achievement Council is currently hiring a State Work Study Office Assistant 2 to assist with the College Bound Scholarship Program records. The position is part of the Student Financial Assistance Division and will report to the program associate for the program. Hours will be up to 19 hours per week through the academic year and up to 40 hours per week on breaks, depending on the student's award amount and up to

### RESPONSIBILITIES

- Use Laserfiche to scan, index and file program applications
- Assist with the data entry of new applications
- Maintain filing system
- Assist in coordinating and archiving materials

### QUALIFICATIONS

- State Work Study eligibility
- Previous office experience
- Familiarity with filing standards
- Ability to oversee filing project
- Excellent organizational skills and attention to detail
- Comfortable with routine, repetitive work
- 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

To apply, please send a copy of your resume, available schedule, and State Work Study award information to Karen Moton-Tate by e-mail at [karenm@wsac.wa.gov](mailto:karenm@wsac.wa.gov), or by fax at (360) 704-6202. You may also contact Karen by phone at (360) 753-7802 if you have any questions.