

State Work Study Office Assistant 2 Conditional Scholarship Programs

Hourly wage: \$11.59

Division: Student Financial Assistance

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

GENERAL POSITION DESCRIPTION

The Higher Education Coordinating Board is currently hiring for a State Work Study position to work with the Student Financial Assistance (SFA) division in the Conditional Scholarship Programs. Hours will be part-time (up to 19 hours per week) depending upon the successful candidate's award amount. The successful candidate will be exposed to state government operations and higher education program administration through this position. Experiences gained will include: working with web and server-based computer systems, working in a team environment, involvement in special projects, and development of marketable workplace skills.

RESPONSIBILITIES

- Assist in processing student status forms
- Accurately review and input information and mail correspondence
- Respond to phone and e-mail requests. Provide requested information to students, parents, institution staff, program participants and other interested parties
- Complete mailings to program participants, students and institutions, and other correspondence and publications for the division
- Routine activities including data entry, filing, faxing, scanning, and copying
- Review and verify computerized reports to ensure accuracy and compliance with program rules and regulations
- Other projects as assigned

Required Qualifications:

- Applicants for this position must be eligible for participation in the State Work Study program.
- Experience with Word and Excel software.

Desirable Qualifications:

- Excellent organizational skills and attention to detail.
- Demonstrated written and oral communication skills.
- Experience working within specific timeframes to meet deadlines.
- The ability to work independently with minimum supervision.
- Career interest in student services, public administration, accounting, or business.
- 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@hecb.wa.gov, or by fax at (360) 704-6202. You may also contact Karen by phone at (360) 704-6202 if you have any questions.