

State Work Study Records Assistant

Hourly wage: \$11.59

Division: *Guaranteed Education Tuition (GET) Program*

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 Records Assistant position with the Guaranteed Education Tuition program. Hours will be part-time (up to 19 hours per week) through the academic year depending upon the successful candidate's award amount.

The successful candidate will be exposed to state government operations and program administration through this position. The ability to work with computer systems will provide students with experience using web and server-based computer systems and applications. Experiences gained will also include: working in a team environment, involvement in special projects, and development of marketable workplace skills.

RESPONSIBILITIES

This position will provide assistance with the record keeping components of the program, which include:

- Scanning and indexing documents into the program's imaging system.
- Assisting with mailings and preparing outgoing mail.
- Sorting and filing documents.
- Fulfilling customer requests for program information.
- Providing clerical support to other sections of the GET program, as needed.
- Other tasks as assigned.

QUALIFICATIONS

Required Qualifications:

- Applicants for this position must be eligible for participation in the State Work Study program.

Desirable Qualifications:

- Career interest in public administration, business, data management or a related field.
- Data entry and Word, Excel, and Access software experience.
- Ability to work independently with minimum supervision.
- Ability to pay attention to detail.

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) 753-7802 if you have any questions.