

WASHINGTON STUDENT  
ACHIEVEMENT COUNCIL

## STATE WORK STUDY OFFICE ASSISTANT 2

**Hourly Wage: \$11.59**

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

Division: Office of the Executive Director

Anticipated Start Date: As soon as possible

### GENERAL POSITION DESCRIPTION

The Washington Student Achievement Council is currently hiring for a State Work Study position to provide backup at the agency front desk. This position falls under the Office of the Executive Director and reports to the Executive Assistant. Hours will be part-time (up to 19 hours per week) through the academic year and up to 40 hours per week during breaks, depending upon the successful candidate's award amount.

### RESPONSIBILITIES

This position provides backup at the agency front desk and provides general support to the Receptionist and Executive Assistant.

#### Primary Duties:

1. Provide coverage for the agency front desk, serving as the focal point for agency information.
2. Answer telephones; receive and refer visitors; resolve problems and respond to inquiries regarding agency procedures, programs, and services.
3. Receive, sort, and distribute agency mail.
4. Perform clerical duties such as formatting, proofreading, typing, faxing, copying, data entry.
5. Perform various clerical tasks for, and assigned by, the Executive Assistant.

### QUALIFICATIONS

#### Required Qualifications:

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

#### Desirable Qualifications:

- Reliable attendance. Ability to maintain agreed-upon work schedule.
- Good clerical abilities, including file management, word processing, record keeping, and organizational skills.
- Computer competency using Microsoft Word, Excel, and Outlook.
- Ability to work independently and as part of a team in a busy environment with lots of interruptions.
- Ability to simultaneously manage several tasks to completion under deadline expectations.
- Display a reliable and conscientious work ethic.
- Adaptability to perform in different working environments.

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. Call (360) 753-7802 with any questions.