

## STATE WORK STUDY OFFICE ASSISTANT 2

**Hourly Wage: \$11.59**

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

Division: Student Financial Assistance Division in the State Need Grant Program

Anticipated Start Date: February 15, 2012

### 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 State Need Grant (SNG) program. 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, maintaining contacts and record-keeping with over 70 colleges and universities, working in a team environment, involvement in special projects, and development of marketable workplace skills.

### RESPONSIBILITIES

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

### QUALIFICATIONS

#### 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:

- Career interest in student services, public administration, accounting, or business
- The ability to work independently with minimum supervision
- Excellent organizational skills and attention to detail
- Demonstrated written and oral communication skills
- 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@hecb.wa.gov](mailto: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.