Job Information

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| Job Title | State Work Study Office Assistant I - Entry Services |
| Job Description | (3 positions available)  The position of Office Assistant I primarily provides friendly, courteous service to students and community members who are seeking information about Edmonds Community College and conduct campus tours. This position also includes providing support for outreach events (including events at local high schools and in the community), help prepare admission & outreach materials and answer outreach inquiries and requests as needed.  Respect for confidentiality is required.  Duties include: Assisting students on the phone, navigating the campus website, heavy filing, mailing, answering emails, conduct campus tours and other duties as assigned.  Requirements: Student must have current Financial Aid award of at least $2,000 and be in the first year of a two-year program. Basic skills using office equipment (printers, copiers, PCs) in addition to good keyboarding skills are required. The ability to organize, prioritize and accommodate numerous interruptions is essential. Excellent communication skills, both oral and written are required. This includes the ability to speak clearly and fully comprehend written and spoken English, and will include communication with people for whom English is a second language. Accuracy is a must.  Minimum Qualifications: -High school graduation or equivalent AND computer literacy. -Ability to speak English clearly and fully comprehend written and spoken English. -Must be able to accurately alphabetize assorted filing materials.  Work Schedule: Maximum of 19 hours per week during the quarter, depending on the amount of Financial Aid work-study awarded. Hours may vary and/or increase during peak enrollment periods. This is a temporary position (contingent on FA funding). |
| Salary | $14.00 (12-16 Hours Per Week) |
| Type of Job | Work Study |

Job Requirements

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| Degrees Wanted | None Required |
| Majors Wanted | Any Major |
| Other Job Requirements | Preferred Qualifications: -Excellent customer service skills. -The ability to function as part of a team and work well within a diverse group of people. -Basic computer skills. Microsoft Office, Google Docs, Gmail and Outlook preferred. CRM data entry a plus. -Excellent proofreading skills and attention to detail. -Ability to make decisions, work independently and solve problems. -Functional knowledge of Spanish a plus.  Conditions of Employment: The successful candidate must document their citizenship or employment authorization within three days of hire. Must have a social security card or passport. |

Contact Information

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| Contact | |  |  | | --- | --- | | Name: | Michelle Platt | | Address: | 20000 - 68th Ave. W., Lynnwood, WA 98036 | | Phone: | 425.640.1543 | | Email: | michelle.platt@edcc.edu | |
| Application Instructions | Email resume to the staff person listed above. |