

STATE WORK STUDY OFFICE ASSISTANT I

Hourly Wage: \$11.59

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

Division: Student Financial Assistance Division, College Bound Scholarship

Opening Date: October 15, 2009

Anticipated Start Date: As soon as possible.

GENERAL POSITION DESCRIPTION

The Higher Education Coordinating Board is currently hiring a State Work Study Office Assistant 1 position in the College Bound Scholarship program of the Student Financial Assistance division. Hours will be part-time (10-19 hours per week) through the academic year and up to 40 hours per week during breaks, depending upon the successful candidate's award amount.

The successful candidate will learn about state financial aid programs and, specifically, about the College Bound Scholarship, a program for low-income seventh and eighth grade students. The student will gain office experience including the organization and administration of a popular state financial aid program. As part of a team, the student will sort and organize daily mail, input student data, organize and file student applications, and follow-up with students and families. The student will also assist in special projects, such as mailings and organizing and disseminating program materials. The student will gain experience in teamwork, data entry, customer service, organization and efficiency, office protocol, project management, and follow-through.

RESPONSIBILITIES

This position supports the College Bound Scholarship program by:

Major Responsibilities:

- Processing and organizing mail
- Performing data entry
- Maintaining filing systems
- Providing customer service
- Completing orders for program materials
- Archiving office records

QUALIFICATIONS

Required Qualifications:

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

Desirable Qualifications:

- Good clerical skills: data entry, accuracy, organization, filing, word processing, and record keeping
- Computer competencies using Microsoft Word, Excel, and Access
- Able to work independently in a lively, busy, environment with interruptions
- Able to manage several tasks and meet deadlines
- Reliable, conscientious, adaptable, team member
- Possess a good work ethic and professional attitude

To apply, 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. Please call (360) 753-7802 if you have questions.