

**State Work Study
Office Assistant 2
Student Financial Assistance**

Hourly wage: \$11.59

Division: Student Financial Assistance

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 position to work with the Student Financial Assistance (SFA) division. 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 in a team environment, involvement in special projects, and development of marketable workplace skills.

Major Responsibilities:

- Respond to phone, mail, and e-mail inquiries by providing requested information to students, parents, and institution staff
- Routine office assistant activities including data entry, filing, faxing and copying
- Open, date-stamp, and distribute division mail
- Assist program managers and coordinators with projects, such as running merges, and stuffing envelopes
- Fill in occasionally for the reception area at the front desk
- Assist in keeping student financial assistance documents up-to-date, filed, and archived
- Assist in keeping the HECB contact management up-to-date
- Other projects as assigned

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 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, or by fax at (360) 704-6202. You may also contact Karen by phone at (360) 753-7802 if you have any questions.