

Work Study Job

Job Title:	Office Assistant	Department:	Financial Aid
Hourly Rate:	\$16.69	Supervisor:	Michelle Ho

Job Description

Role and Responsibilities

Assist with confidential office support within the Financial Aid Office. Other duties as assigned.

Duties:

While in remote:

- Check, respond to, and take messages from emails and voicemails
- Track in and download student documents
- Create, organize, and use Excel worksheets for various projects
- Write and send letters to students using templates
- Maintaining and updating forms and sending to students per request

When in office: assembling files, alphabetizing and accurately filing documents, maintaining organization of the office materials, photocopying, answer phone calls from students, and data entry.

Educational Benefits

This position will provide work study students with experience in a professional work setting to gain administrative customer service related experience.

- Growth in Microsoft Office Suite
- Interpersonal communication skills
- Working with diverse populations

Preferred Skills

- Strong communication skills
- Attention to detail
- Proficiency with Microsoft Office Suite (Outlook, Word, Publisher, Access)
- Must be comfortable with digital communication and online/remote platforms

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Additional Information:

Please send a resume when you contact the office to inquire about position

Supervisor: Email the completed form to: Kristi.white@seattlecolleges.edu

Save as: Job Title – Department Name

NOTE: Work Study students must be enrolled at South Seattle College in a minimum of 6 credits.
Work hours per week will depend on the student's Financial Aid Work study award for the quarter.

Applications Accepted By:

Email:

FinancialSouth@seattlecolleges.edu
Subject Line: Work Study Position

Mail:

South Seattle College
Financial Aid Office
6000 16th Ave SW
Seattle WA, 98106