

Work Study Job

Job Title:	Office Assistant	Department:	Financial Aid
Hourly Rate:	\$19.97	Supervisor:	Teresa Robinson-Duane

Job Description

Role and Responsibilities

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

Duties:

- Assist with intake of emails and voicemail
- Track in and download student documents
- Create, organize, and use Excel worksheets for various projects
- Write and send letters to students using templates
- Maintain and update forms
- Assist staff with 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, Teams)
- Must be comfortable with digital communication and online/remote platforms

Additional Information:

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

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

Phone:

206-934-6707