

Work Study Job

Job Title:	Office Assistant - VA	Department:	Veterans Services (RSB)
Hourly Rate:	\$19.97	Supervisor:	Megan Lee Goosetree

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
- Work closely with military connected students...

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 Customer Services Skills
- Email and Phone etiquette
- Attention to detail
- Project coordination
- Event planning
- Research

Additional Information:

Please send a resume when you send your interest email 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:

sccva@seattlecolleges.edu

Subject Line: Office Assistant – VA position

Mail:

South Seattle College

Veterans Services (RSB)

6000 16th Ave SW

Seattle WA, 98106

Phone:

206-934-7939