

Work Study Job

Job Title:	Administrative Services OFFICE ASSISTANT		Campus Operations
Hourly Rate:	\$19.97	Supervisor:	Yuki Tamura-Vanier

Job Description		
<p>Role and Responsibilities</p> <p>Under the supervision of Executive Assistant, the work study will provide the clerical work to maintain the daily operations of Campus Operations and Business Office.</p> <ul style="list-style-type: none"> • Handles incoming and outgoing mails, and Filing/archiving documents. • Keeps the office inventory Periodic Automatic Replenishment (PAR) level. • Greets visitors for the office of Campus Operations/Business Office. <p>This is in-person employment on South Seattle College West Seattle campus.</p> <p>Educational Benefits</p> <p>Learn the basic office management, organization and develop the people skill which would help individual to be ready for their future career opportunities.</p> <p>Preferred Skills</p> <ul style="list-style-type: none"> • Basic communication/People -skill • Familiar with Microsoft Windows applications, e.g. Word, Excel, Internets, Office365 etc. • Organize • Accounting, Business/Office Administration major, but not required. 		

Applications Accepted By:		
<p>Email</p> <p>Yuki.tamura-vanier@seattlecolleges.edu</p> <p>Subject Line: WorkStudy Job Application for EDCO Office</p>	<p>Mail:</p> <p>South Seattle College 4RSB0150 6000 16th Ave SW Seattle WA, 98106</p>	<p>Phone:</p> <p>206-934-6433</p>