

# Work Study Job

Job Title:	Office Assistant	Department:	Financial Aid
Hourly Rate:	\$20.76	Supervisor:	Arron Kong

## 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:

<b>Email:</b> FinancialSouth@seattlecolleges.edu Subject Line: Work Study Position	<b>Mail:</b> South Seattle College Financial Aid Office 6000 16 <sup>th</sup> Ave SW Seattle WA, 98106	<b>Phone:</b> 206-934-6707
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