

# Work Study Job

Job Title:	Administrative Services OFFICE ASSISTANT		Campus Operations
Hourly Rate:	<b>\$20.76</b>	Supervisor:	Yuki Tamura-Vanier

## Job Description

### Role and Responsibilities

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.

- 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.

This is in-person employment on South Seattle College West Seattle campus.

### Educational Benefits

Learn the basic office management, the organization and develop the people skill which would help individual to be ready for their future career opportunities.

### Preferred Skills

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