

Work Study Job

Job Title:	Administrative Services OFFICE ASSISTANT		Campus Operations
Hourly Rate:	\$20.76	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:

Email

Yuki.tamura-vanier@seattlecolleges.edu

Subject Line: WorkStudy Job Application for EDCO Office

Mail:

South Seattle College
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