



College Work Study - Foundation Job Description

Job Title: College Work Study - Foundation
Job Class: Support Staff
Department: Foundation
Reports To: Executive Assistant to the Foundation
FLSA Status: Non-Exempt
Approved By: VP of Institutional Advancement
Approved Date: 04/14/2020

I. Position Purpose

The College Work Study student will provide basic administrative task assistance within an assigned departmental area.

II. Duties and Responsibilities

PROVIDE ADMINISTRATIVE ASSISTANCE: The College Work Study student may assist with answering and directing incoming calls, greeting and escorting students and visitors, scanning and filing paperwork, entering information into databases, maintaining cleanliness and organization of the department, assisting with projects or events, and other general administrative tasks and errands.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE. The College Work Study student will demonstrate professionalism and provide quality customer service in accordance with the College's values. Additionally, they will maintain positive working relationships, make decisions and solve problems. The College Work Study student will maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. The College Work Study student will also exhibit flexibility, willingness to learn, ability to adapt to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Currently enrolled student at Washington State Community College and eligible for a College Work Study position as defined by the Financial Aid Office.
- Ability to work with computers and general office equipment.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).