

Office Assistant 2- Advising Services

WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

Position type	Part-time, Hourly, no benefits
Salary	\$ 12.17 per hour
Closes	Priority review date July 6, 2017; Open Until Filled
Location	Main Campus; Olympia, WA

South Puget Sound Community College seeks to establish a pool of self-motivated, organized and enthusiastic individuals to serve as an Office Assistant 2 in the Advising Center. This recruitment is open to all applicants who meet the minimum qualifications stated below. Applications received for these positions will be used to create an Office Assistant 2 pool that will be used to fill any Office Assistant 2 vacancies which may occur at the college over the next six months.

Definition:

Serves as initial point of contact for Advising Services. Assists students by answering general questions about starting college, admissions, and steps to take to enroll. Assists in responding to student inquiries about registration and courses via email and over the phone. Performs a variety of routine clerical duties such as processing documents and records, extracting and compiling records or data, responding to routine inquiries concerning office/departmental services and procedures, maintaining and monitoring established record keeping, filing and data base systems, and producing forms, letters, record entries and other material. Positions may perform data retrieval and modification and enter data on numerical or alphabetical data entry equipment.

KEY RESPONSIBILITIES

- Greet prospective and current students and assist them navigate the Student Services functions located in Building 22.
- Inform students, staff and the public with information and interpretation of college policies and activities related to enrollment and registration at South Puget Sound Community College.
- Independently resolve problems and respond to a large volume of inquiries via face-to-face, phone, fax, and e-mail about Advising, Enrollment Services, Outreach, Access, and Career Services, Registration, Counseling, and Testing; direct customers to appropriate staff and departments within the college when necessary.

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

RECRUITMENT PROCESS

Recruitment and screening of applications will be ongoing until the position is filled and management reserves the right to make a hiring decision prior to the closing date. The screening committee will not review incomplete or late applications. Submitted applications are the property of SPSCC and will not be returned.

CONDITIONS OF PART-TIME EMPLOYMENT

Non-permanent employees under the provisions of WAC 357-19-435 are only authorized to work up to a maximum of 1050 hours in any twelve (12) consecutive- month period from the original date of hire. Employment with the college could end any time. All Non-permanent employees who work

- Process transactions for admissions and registration when necessary.
- Instruct and demonstrate for students the use of college website, including all online functions and general information.
- Assist students in using and understanding class catalog and class schedules.
- Utilize desktop publishing, spreadsheet, and word processing software to create new documents, forms, track phone messages, etc.
- Understand and use student management system database software extensively.
- Interpret and ensure confidentiality of student information following federal FERPA and financial aid guidelines and college regulations.

DESIRABLE QUALIFICATIONS

- High school graduation or equivalent AND two years of applicable clerical experience OR equivalent education/experience.
- Ability to communicate well and present oneself in a professional manner; excellent written and verbal communication skills, including good listening skills.
- Ability to work well with others and function as a team member.
- Strong organizational skills, ability to work independently and prioritize multiple tasks, maintain confidentiality and accommodate numerous interruptions.
- Position requires high degree of accuracy and attention to detail.
- Advanced knowledge of computers and software applications, specifically MS Office suite: Word, Outlook, Excel, PowerPoint, and Access.
- Ability to work effectively with a diverse population of students, faculty, administrators and support staff in accomplishing tasks.

HOW TO APPLY

Interested candidates may apply by submitting the following items:

- [Completed SPSCC Employment Application](#)
- Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described
- Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications

more than 350 hours during their anniversary year will be covered by the WFSE collective bargaining agreement. At that time, the employer will furnish the employee with a dues authorization form for payroll deduction of union dues.

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512