



## Vacancy Announcement

### Part Time Hourly – Workforce Office Assistant 3

Cascadia Community College has [earned a national reputation for excellence](#), with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of Workforce Office Assistant 3. This is a Part-Time Hourly, non-benefited position that works up to 16 hours per week.

**The successful applicant will have the following qualifications:**

#### Minimum Qualifications:

- High School graduation or equivalent AND
- Two years' direct experience working with clients/Customer Support
- One year experience working with Microsoft Office Suite
- Six months or more of experience working with adults in transition

#### Preferred Qualifications:

- Associates Degree
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

#### Other Requirements:

- Driver's License or ability to obtain one

#### Compensation & Schedule:

The pay rate for this position is \$12.42 per hour. This is a part-time, temporary position scheduled to work 16 hours a week. Appointment is dependent on funding.

#### Applicants must submit the following for a complete application:

- [Cascadia Community College application form](#) (click here)
- **Cover letter** (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum and preferred qualifications of the position.
- **Resume**
- **Federal and State Reporting Form** (optional)

Complete applications will be received until the position is successfully filled. However, application packets received by **January 17, 2012 by Noon** will be given priority consideration.

Application submissions should be sent to [applicant@cascadia.edu](mailto:applicant@cascadia.edu); **please write in the subject line of the email "PTH Wkforce"** Faxed, mailed, and delivered applications to Human Resources will not be accepted.

Application materials become the property of Cascadia Community College.

For questions related to this position, please email [applicant@cascadia.edu](mailto:applicant@cascadia.edu).

Corrected or extended notices for this recruitment will be posted on the College's website:

[www.cascadia.edu/employment](http://www.cascadia.edu/employment)

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at [www.uwb.edu/safety](http://www.uwb.edu/safety).



## Part Time Hourly Workforce Office Assistant 3

Full or Part-Time:	Part-time	Salary:	\$12.42/hour
FLSA Status:	Overtime Eligible	Supervising Position:	Program Specialist 2
Duration:	16 hours per week	Union Representation:	N/A

**Position Summary:** Include a brief one paragraph summary of why the positions exists.

Under the general supervision of Program Specialist 2, the Workforce Office Assistant 3 will perform specialized clerical/technical duties in support of Workforce programs. This position is designed to work closely with workforce education personnel coordinating activities. The Office Assistant will provide students, staff, program participants and/or other public with information and interpretation of policies and activities related to the above mentioned programs.

**Essential Duties and Responsibilities:** The following have been identified as essential functions of the position. Essential functions are those tasks or functions of a particular position that are fundamental to the position. *Include complexity of work i.e. Basic, Routine, Complex, Highly Complex where appropriate*

**Duties & Responsibilities generally begin with a action oriented verb (i.e. manage, assess, create, coordinate)** **Frequency**  
**Monthly 50%**

**Technical Workforce Program Support Activities**

- Receive and refer visitors and respond to inquiries regarding departmental/college procedures and services
- Confer with other campus departments to keep information updated and accurate.
- Assist Worker Retraining Specialist and other Workforce Staff with related duties as required.
- Answer questions about professional technical programs.
- Conduct follow up contacts with students; gather feedback to ensure customer satisfaction.

**Clerical Support Activities**

**Monthly 35%**

- Assist with narrative preparation and/or statistical reports regarding Workforce operations.
- Use spreadsheet and data base software to develop and maintain records.
- Use graphics software and make recommendations regarding appropriate display of graphic information. Proof-read documents for grammatical errors and accuracy. Develop and distribute promotional program flyers.
- Compose correspondence, printed materials, and/or news releases related to program, edit materials for accuracy, appearance, readability and style.
- Assist Worker Retraining Specialist and other Workforce Staff with related duties as required

- Arrange Worker Retraining Advisory Board meetings; take and distribute minutes.
- Coordinate arrangements for program activities such as meetings, student conferences, reporting.

**Monthly 15%**

## Education and Experience:

### Minimum Qualifications:

- High School graduation or equivalent AND
- Two years working experience with clients/Customer Support
- One year experience working with Microsoft Office Suite
- Six months or more of experience working with adults in transition

### Preferred Qualifications:

- Associates Degree
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

## Required Knowledge, Skills and Abilities:

### Knowledge, Skills, and Abilities:

- Effective communication skills.
- Effective team player.
- Excellent customer service skills.
- Sensitive to needs of adult learners.
- Highly motivated, flexible and self-starter.
- Knowledge of community college processes.
- Ability to collaborate with students, various departments and other partnerships.
- Ability to work independently under minimal supervision

## Physical Requirements

Sedentary Work: Positions in this class typically require: keyboarding, talking, hearing, seeing, and repetitive motions. Work is performed at the Cascadia Community College campus and in a variety of local settings. Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body.

## Condition of Employment:

Cascadia Community College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia Community College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment.

Temporary hourly employees are exempt from civil service rules and regulations. Employees who work for the college on an as-needed basis and are paid an hourly wage for work performed in specific assignments. These positions are typically not eligible for benefits.

## NOTE:

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.