



Vacancy Announcement

Part Time Hourly - Running Start Office Assistant 2

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 **Running Start Office Assistant 2**. 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 diploma or equivalent
- One year clerical experience
- One year computer experience with the ability to navigate through Microsoft Office applications
- Demonstrated strong telephone, email and interpersonal communication skills

Preferred Qualifications

- Six months work experience in a college's office of Running Start or other college support services function
- Demonstrated experience handling multiple tasks and setting priorities
- Demonstrated experience working collaboratively in a team environment
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

Application Procedure: 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 qualifications, preferred qualifications and the characteristics 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 **Wed Jan 18, 2012 by Noon** will be given priority consideration.

Application submissions should be sent to applicant@cascadia.edu; **please write in the subject line of the email: PTH RS.**

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.

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



Part Time Hourly

Running Start Office Assistant 2

Full or Part Time:	Part-Time, Hourly	Salary:	\$11.59/Hr
FLSA Status:	Overtime Eligible	Supervising Position:	Running Start Coordinator/Academic Advisor
Duration:	Temporary	Union Representation:	N/A

Position Summary

Under the general supervision of the Running Start Coordinator/Academic Advisor, this position provides a variety of routine clerical duties such as processing documents and records, extracting and compiling records or data, responding to routine inquiries concerning office/departamental services and procedures, maintaining and monitoring establish record keeping, filing and database systems, and producing forms, letters, and records entries and other material. Specifically, the position answers the telephone, and processes and maintains files. Customer service is provided in person, via email, and over the telephone. This position also provides general programmatic support for the Student Advising and Support Services area.

Essential Duties and Responsibilities

Duties & Responsibilities:	Frequency
<ul style="list-style-type: none"> File and maintain student records; use the Student Management Systems to view and update student records; Maintain the confidentiality of student records. 	Weekly 40%
<ul style="list-style-type: none"> Answer and respond to telephone calls, messages and electronic inquiries; answer basic questions concerning the Running Start program; make referrals to appropriate Student Success Services staff members/offices; schedule group advising appointments and make room reservations. 	Weekly 30%
<ul style="list-style-type: none"> Copy, fax and email documents; receive and process incoming forms. 	Weekly 30%

Education and Experience

Minimum Qualifications:

- High School diploma or equivalent
- One year clerical experience
- One year computer experience with the ability to navigate through Microsoft Office applications
- Demonstrated strong telephone, email and interpersonal communication skills

Preferred Qualifications:

- Six months work experience in a college's office of Running Start or other college support services function
- Demonstrated experience handling multiple tasks and setting priorities
- Demonstrated experience working collaboratively in a team environment
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

Required Knowledge, Skills and Abilities

- Strong computer knowledge with the ability to navigate through Microsoft Office applications.
- Demonstrated strong telephone, email and interpersonal communication skills.
- A customer service orientation with a strong desire to interact with students from diverse backgrounds.
- Skill in taking personal responsibility for the quality and timeliness of work.
- Attention to detail.
- Flexibility and openness to change as part of working in a dynamic learning environment.
- Ability to organize, prioritize and work effectively in a busy office environment.
- Ability to actively contribute to a work environment that embraces diversity and use diverse perspectives when interacting with others.

Physical Work Environment

Sedentary Work: Position 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.