

Work Study Job Description

Job Title	Admin Assistant
Organization Name	Bellevue Community Services
Job Location	North East Bellevue
Address	1160 140th Ave NE Bellevue WA 98005
Pay Rate	\$10 - \$12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Sarah Layman
Phone Number	425-454-0616
Email Address	slayman@bcs-email.com
Website	

Nature of Organization
We are a marriage, family, and child counseling office. There are 8 therapists and 4 office staff currently. In the evenings, there are groups with up to eight people per group that come in.
Duties and Responsibilities
The student would perform tasks such as answering phones, scheduling clients, filing, making copies, and other various office projects.
Minimum Qualifications
Need to have a work study award. Needs to be a business or psychology major. Needs to be detailed-oriented and organized.
Educational Benefits
The student will be able to observe how a counseling office is run. He/she will also have access to learning about psychological tests.
How to Apply
Please contact Sarah Layman by email with your resume, work study award, and availability.