

Work Study Job Description

Job Title	Office Assistant 2
Organization Name	Shoreline Community College
Job Location	Shoreline
Address	16101 Greenwood Ave N Shoreline WA 98133
Pay Rate	\$11.59 - \$11.59
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Rosalie Tepper
Phone Number	206-533-6627
Email Address	rtepper@shoreline.edu
Website	http://www.shoreline.edu/math/

Nature of Organization

Drop-in learning center for Shoreline Community College students to get help with mathematics courses.

Duties and Responsibilities

- Explain role and services offered by MLC
- Distribute and collect examinations
- Answer telephone and take messages
- Keep records of students using the MLC
- Check out books and equipment.

Minimum Qualifications

- Ability to communicate effectively in oral and written English
- Ability to work with a diverse population
- Ability to maintain a positive attitude while assisting MLC students and staff
- Attention to detail
- Ability to multitask and complete all required job functions
- Punctuality and attendance to all work shifts

Educational Benefits

- Strengthen communication skills
- Work with a diverse population
- Strengthen computer skills including Excel
- Experience with other technologies such as TI graphing calculators
- Experience managing multiple tasks in a fast-paced environment

How to Apply

Email Rosalie Tepper (rtepper@shoreline.edu) to express interest.

Job Number: 60SHCC05 | Category: Office & Administrative | Program: State | Reimbursement Rate: 60%