

Work Study Job Description

Job Title	Admin Assistant
Organization Name	Bellevue Community Services
Job Location	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 and family counseling office with about 12 therapists and 4-5 office staff.

Duties and Responsibilities

The student would be expected to perform tasks such as filing, answering phones, making copies, scheduling clients, and various other office projects. The student will be helping clients face-to-face and on the phone.

Minimum Qualifications

The student needs to have a Washington State Work Study award and be majoring in psychology or business. He/she needs to be detailed-oriented and have excellent customer service. Office experience preferred but not required. Needs to be able to work in Tuesday and Thursday evenings.

Educational Benefits

The student will be exposed to what it is like running an office, specially a counseling office, and dealing with people on a regular basis. They will also have the opportunity to learn about psychological testing and psychological disorders.

How to Apply

Contact Sarah Layman via email with your resume, availability and a copy of your work study award.

Job Number: 40BECS01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%